CNPweb School Nutrition Programs

Indiana Department of Education
Sponsor Training Manual

Sponsor & Site Claims
Version 1.0   August 2003

Contents

1 Introduction

Overview

Welcome to the Indiana Department of Education (IDE) *CNPweb* training manual for Sponsor & Site Claims (version 1.0). This training manual has been developed for every sponsor using the School Nutrition Program portion of the *CNPweb* on the IDE website.

CNPweb Website

All levels of government are facing new challenges. Limited resources, increasing expectations, and heightened public scrutiny means choices must be made with care. How can government administrators maximize service delivery to customers, and take advantage of new technologies to customize government for the consumer?

The IDE has been using several different software programs to assist in the administration of the School Nutrition Program. These legacy systems are outdated and no longer meet the demanding needs of the sponsors and schools who participate in the School Nutrition Program.

The IDE would like to leverage the Internet as the primary means for capturing, processing and presenting the information associated with the *CNPweb* to participating sponsors and centers.

The IDE provides help with the administration of government programs through the implementation of the *CNPweb*, a web-based software application that supports improved business practices in several areas of service for clients.

In general, the *CNPweb* provides the following benefits:

- Provides immediate, real-time feedback to sponsors regarding their information sheets, sites, and claims.
- Provides sponsors with the ability to enroll, update applications, make claims, review payments, and maintain users online.

Training Manual Features

The School Nutrition Program *Sponsor & Site Claims Training Manual* provides you with the skills and knowledge you need to begin using the *CNPweb*. Specifically, this manual:

- Provides you with a general understanding of how the *CNPweb* fits into the ongoing work of the IDE School Nutrition Program.
- Explains how to use each of the *CNPweb* features for participating in the School Nutrition Program related to reimbursement claims.

Within each chapter, you will find the following features:

■ Screen captures provide examples of *CNPweb* pages.

■ Step-by-step instructions take you through each procedure.

■ Key points ensure that you don't miss critical information.

In addition, this manual includes a feedback page so you can recommend improvements to our training materials.

This manual is part of the *CNPweb* School Nutrition Program training manual library, which includes:

■ School Nutrition Program *Enrollment & Renewal Packets Training Manual*

■ School Nutrition Program *Sponsor & Site Claims Training Manual*

> *If you need a copy of another training manual, contact the CNPweb administrator for your organization or the IDE.*

Access the Website

Before you can use the *CNPweb*, you must have the following:

■ Access to the Internet.

■ A valid user ID and password from the Indiana Department of Education (IDE).

> *If you need a user ID or password, or if you need to change your password, contact the CNPweb administrator for your organization.*
>
> *If your organization has never used the CNPweb before, contact the IDE for your initial user ID and password.*

Access the Sponsor Summary – Claims Page

To access the School Nutrition Program SPONSOR SUMMARY – CLAIMS page:

Step 1: Turn on your computer and login (as usual) to your computer network.
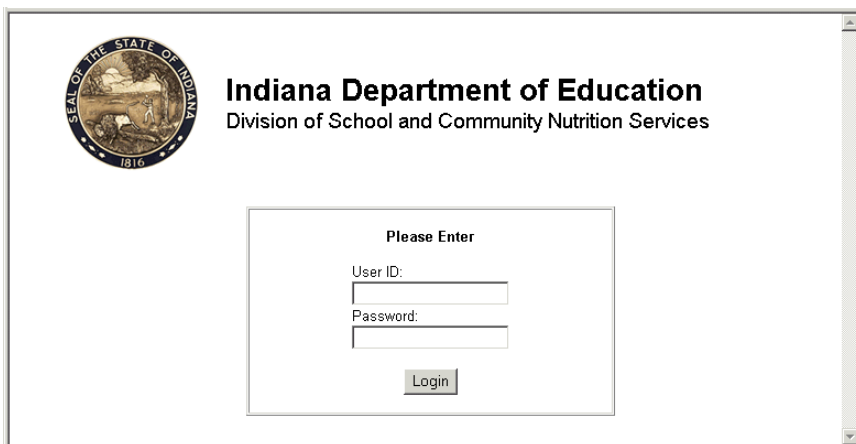
> *You can also access the CNPweb from any computer connected to the Internet.*

Step 2: Open your Internet browser.

Step 3: Open the Division of School and Community Nutrition Services *CNPweb* using this URL (*CNPweb* address):

http://scnweb.doe.state.in.us/

The *CNPweb* displays the Division of School and Community Nutrition Services login page.

Screen 1:   *The Division of School and Community Nutrition Services CNPweb login page.*

Step 4:   Type your user ID and password.
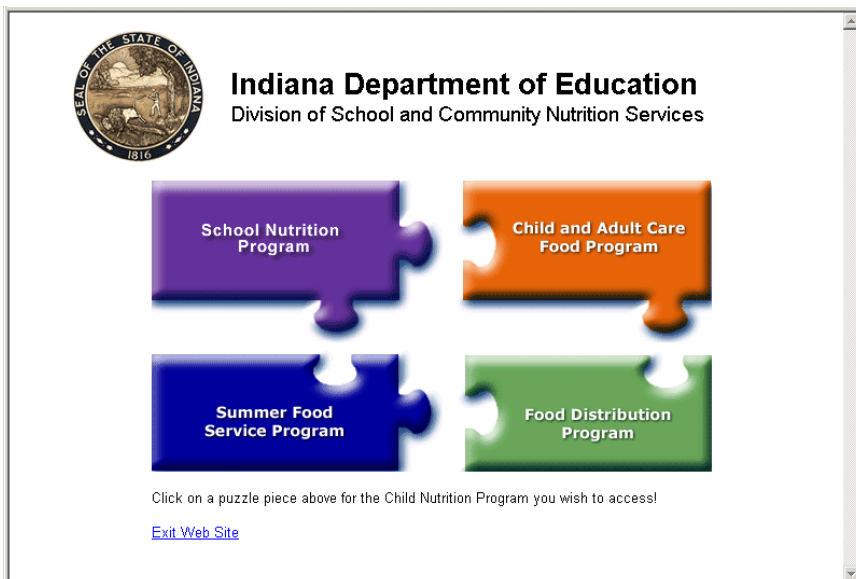
Step 5:   Click LOGIN.

If you provide an incorrect user ID or password, an error message displays on the login page.

If you cannot remember your user ID or password, contact the CNPweb administrator for your organization.

The *CNPweb* displays the program selection menu.

Screen 2:   *The Division of School and Community Nutrition Services program selection menu.*

Step 6:   Click SCHOOL NUTRITION PROGRAM.

The *CNPweb* displays the PROGRAM YEAR SELECTION page.

Screen 3:   The CNPweb Program Year Selection page.

Step 7:   Click CURRENT PROGRAM YEAR.

If the CNPweb displays the Messages page, click Submit. For more information, see "Messages Page" on page 6.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Screen 4:   The Sponsor Summary – Packet page showing an approved sponsor packet for the selected program year.

Step 8:   Click CLAIMS.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 5:   The Sponsor Summary – Claims page before submitting any claims for this program year.

Page Content Overview

Each page of the *CNPweb* provides basic information and access to common commands.

Screen 6:   The CNPweb main page pointing out standard page information.

Each Child Nutrition Program serviced by the CNPweb uses a different color. The School Nutrition Program color is purple.

Each page of the *CNPweb* displays the following pieces of information in the page heading:

Item	Description
Program Name	The selected program name, School Nutrition Program, appears in the white band.

Item	Description
Commands	The purple menu band provides access to the following command in the page header (right):
	■ **Programs** – allows you to return to the Program Selection Page where you can change from the School Nutrition Program to another program.
	This is available if your organization participates in another Division of School and Community Nutrition Services program.
	■ **Logoff** – allows you to quickly logoff from the School Nutrition Program and Division of School and Community Nutrition Services website.
Menu Options	The purple menu band provides access to the following menu options in the page header (left):
	■ **Applications** – allows you to add and maintain each type of information sheets (sponsor and site) needed to participate in the School Nutrition Program.
	■ **Claims** – allows you to submit and modify sponsor and site reimbursement claims to the School Nutrition Program.
	■ **Maintenance** – allows you to view portions of your organization's setup created by the IDE that determines your participation in the School Nutrition Program.
Navigation Trail (Bread Crumb Trail)	In the white band below the menu, the *CNPweb* provides you with a navigation trail. This trail shows your location within the menu options at all times.
	You can use the bread crumb trail to quickly return to a previous page by clicking on the abbreviated page title.
Program Year	The current program year displays below and to the right of the navigation trail. The *CNPweb* requires you to select a program year before you can perform any activities.
	You can change the program year by clicking on this screen element.
Sponsor Name	Your organization name and agreement number display next to the program year.
Tabs	The Sponsor Summary page uses tabs to give you quick access each area of the summary. These tabs are not part of every *CNPweb* page.
	For more information, see "Sponsor Summary Page Contents" on page 16.

Messages Page

The *CNPweb* uses the MESSAGES page to provide your organization with School Nutrition Program information you need to know. There are many kinds of messages that you may receive from the IDE or the *CNPweb* about your organization, the program, or items you have submitted for review and approval.

The *CNPweb* displays messages for your organization during the logon process, after you select the program year, and before displaying the SPONSOR SUMMARY page.

Screen 7:   An example of the Messages page showing two system messages for this sponsor organization.

When you have finished reading these messages, you can leave them for other users from your organization, or you delete them. If you delete them, no other users will see these messages.

To delete a message, click the box at the start of the message line. If you want to select all messages at once, check the box at the bottom of the message list. When you click SUBMIT, the *CNPweb* deletes any checked messages and displays the SPONSOR SUMMARY page.

Logoff

Each time you finish using the *CNPweb*, you exit the website. The LOGOFF option appears in the header of every *CNPweb* page in the purple menu at the right of the screen.

To exit the *CNPweb*:

Step 1:   Click LOGOFF.

The program displays the Division of School and Community Nutrition Services login page.

Screen 8:   The Division of School and Community Nutrition Services CNPweb login page.

***CNPweb* Access**

There are two methods for easy access to the Division of School and Community Nutrition Services *CNPweb* from your own computer.

■ Add a bookmark or favorites to your browser while on the LOGIN page.

■ Create a desktop shortcut that will open your browser to the LOGIN page.

Internet Explorer allows you to create a desktop shortcut for any *CNPweb* page that is currently displayed in the browser.

To create a desktop shortcut using Internet Explorer version 6:

Step 1: Display the login page in your browser.

For more information, see "Access the Sponsor Summary – Claims Page" on page 2.

Step 2: Place your cursor anywhere inside the browser window.

Step 3: Right click.

The browser displays a menu.

Step 4: Select CREATE SHORTCUT.

The browser displays a shortcut confirmation window.
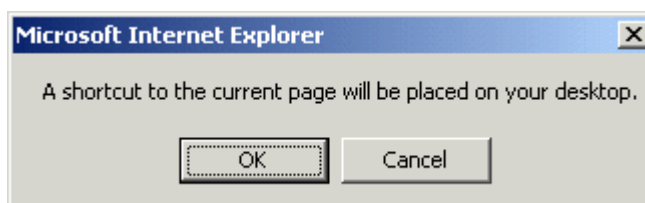
Screen 9: The desktop shortcut confirmation window.

Step 5: Click OK.

The shortcut has been added to your desktop.

Screen 10: An example of the Division of School and Community Nutrition Services desktop shortcut.

Once you have created this desktop shortcut, you can quickly access the Division of School and Community Nutrition Services *CNPweb* by double clicking the shortcut. Your computer automatically opens Internet Explorer and displays the Division of School and Community Nutrition Services *CNPweb* login page.

A Year in the Life

As a sponsor, you use the *CNPweb* to document your participation in the School Nutrition Program.

Before the Program Year Starts

Before the start of a new School Nutrition Program program year, your organization submits either an enrollment packet or a renewal packet. Your packet contains the following forms:

■ **Sponsor information sheet** – provides information about your organization and how you administer the SNP.

■ **Site information sheet** – provides information about each site that participates in the SNP and how it implements the program.

> *Your packet should be completed before the start of the program year, by the deadline provided by the IDE.*

Once your organization completes the individual information sheets (applications) for your packet, you can submit your packet to the IDE for approval. Once the IDE approves your packet, your organization can begin using the other features of the *CNPweb*.

Your organization also makes sure that each appropriate employee can access the *CNPweb*.

During the Program Year

As the program year begins, your organization keeps track of program activities at each site. You use this information to create your monthly reimbursement claims for each participating site in each program month. Your monthly reimbursement claims consist of:

■ **Site claim** – provides information about how each site implemented the SNP during the program month. You create one or more site claims for each program month.

■ **Sponsor claim rollup** – provides a summary of the information contained on the individual site claim forms for this program month.

After your organization submits a claim, you can make changes to your claim if necessary, even after it has been paid, by submitting a revised claim. The *CNPweb* keeps track of upward and downward adjustments.

During the program year, your organization completes the following tasks using the *CNPweb*:

■ Submit changes to your sponsor information sheet (as necessary).

■ Submit changes to your site information sheets (as necessary).

■ Add new *CNPweb* users (as necessary).

■ Submit changes for existing *CNPweb* users (as necessary).

■ Delete *CNPweb* users (as necessary).

■ Submit monthly reimbursement claims for your organization at the end of each program month, including one or more site claim forms (as appropriate).

This training manual provides instructions for submitting and maintaining your reimbursement claims. For instructions about submitting and maintaining your information sheets, see the School Nutrition Program Enrollment & Renewal Packets Training Manual.

At the End of the Program Year

As the program year ends, your organization must submit the Annual Financial Report. This report wraps up the program year, and determines site eligibility for the Severe Needs Breakfast program for the upcoming program year.

The School Nutrition Program training manuals provide instructions for completing each of these tasks.

2   SNP Claims Basics

Claims Overview

The *CNPweb* provides the tools that allow sponsor organizations to easily submit and maintain the required School Nutrition Program monthly reimbursement forms throughout the program year to the Indiana Department of Education (IDE) Division of School and Community Nutrition Services. As a sponsor, you use the *CNPweb* to document your participation in these programs.

Throughout each program year, your organization submits a monthly reimbursement claim to the IDE for School Nutrition Program payment. For each claim month, you must create:

- **Site Claim** – your organization must create one claim for each participating site during the program month. The number of site claims you create each month may change based on your site operations and program participation.
- **Sponsor Claim Rollup** – a form that summarizes all of the claim information from your individual site claims for this claim month.

When you have completed your individual site claims and your sponsor claim rollup, you submit your entire monthly claim to the IDE for approval. When the IDE approves your claim, they begin the process of authorizing payment.

Once your claim has been paid, your organization can submit a claim revision if necessary. A claim revision goes through the same approval process as the original claim, and the *CNPweb* keeps a claim revision history for each month. If your revision creates an upward or downward adjustment, the *CNPweb* makes the appropriate financial changes to your payments.

Your organization must follow these rules when submitting reimbursement claims (original and revisions):

- You cannot submit a claim until the 1st day of the following month. For example, you cannot submit a claim for July until August 1st.
- You must submit your original claim within 60 days of the end of the claim month. For example, you must submit the original claim for July by the end of September.
- If you need to revise a claim that results in an upward adjustment, you must submit the revision within 90 days of the end of the claim month. For example, an upward adjustment revision to your July claim must be submitted by the end of October.

■ If you need to revise a claim that results in a downward adjustment, you can submit the revision after 90 days. For example, a downward adjustment revision to your July claim can be submitted after the end of October.

■ Your organization can be granted a one-time exception to these rules once in every 36 months.

Claims Submission Process

After the end of each program month, your organization can create a School Nutrition Program reimbursement claim for all sites that participated in the program. The site claim form contains most of the information you must provide to create the claim.

There are two methods for creating site claims.

■ **Online forms** – use the *CNPweb* online forms to type in the site claim numbers.

■ **Upload files** – use the site claim file layout to create an upload file with the site claim numbers, and upload the file to the *CNPweb*.

Each method requires you to take different steps to submit your claim. Your organization determines which method best suits your operating needs.

Using the Online Forms

From the time your organization starts filling out your School Nutrition Program reimbursement claims forms until the IDE pays your claim, the *CNPweb* uses statuses to identify the location of your monthly claim in the claims process. The following table identifies the steps in the claims process, from entering the claim information through payment, and the sponsor claim status at each step.

Online Form Process

Step	Description	Status
1	Prepare the information for each of your site claims.	N/A
2	Create your Sponsor Claim Rollup for the program month using the online form.	Pending Submission
3	Create a Site Claim for each site using the online form. *You can submit a claim for each site that participated in the SNL program during the claim month.*	Errors or Pending Submission
4	Resolve any input errors in your site claims. *You cannot submit your monthly claim if any of the site claims contain input errors.*	Errors or Pending Submission
5	Submit your Sponsor Claim Rollup to the IDE for approval and payment.	Pending Approval
6	The IDE reviews and approves your claim. *Occasionally, the IDE may ask you to correct and resubmit a claim.*	Approved

Online Form Process

Step	Description	Status
7	The IDE processes payments for approved claims in batches (groups).	Paid

For more information about using the online forms to submit your monthly reimbursement claim, see "Submit a Monthly Claim (Online)" on page 26.

Using an Upload File

From the time your organization prepares your School Nutrition Program reimbursement claims upload file until the IDE pays your claim, the *CNPweb* uses statuses to identify the location of your monthly claim in the claims process. The following table identifies the steps in the claims process, from creating the upload file through payment, and the sponsor claim status at each step.

Upload File Process

Step	Description	Status
1	Prepare the monthly site claim upload file.	N/A
	The upload file layout instructions can be found in "Appendix: Site Claim File Layout" on page 127.	
2	Upload the site claim file to the *CNPweb*.	Errors or Pending Submission
	The CNPweb creates your Sponsor Claim Rollup and a Site Claim for each site included in your upload file.	
3	Resolve any input errors in your site claims.	Errors or Pending Submission
	The upload process makes sure that your upload file uses the correct file layout, but does not check your site claims for input errors.	
4	Add any additional site claims using the online form.	Errors or Pending Submission
	If your upload file does not contain all of your site claim information for the month, you must use the online forms to create any omitted site claims.	
5	Submit your Sponsor Claim Rollup to the IDE for approval and payment.	Pending Approval
6	The IDE reviews and approves your claim.	Approved
	Occasionally, the IDE may ask you to correct and resubmit a claim.	
7	The IDE processes payments for approved claims in batches (groups).	Paid

If your organization uses the upload file process to create one or more site claims for the month, you cannot submit another upload file for the same month. Make sure that your upload file contains the information about each of your sites, or you will have to use the online form to create a site claim for all sites omitted from your upload file.

For more information about using the online forms to create your monthly reimbursement claim, see "Submit a Monthly Claim (File Upload)" on page 44.

Claim Statuses

The *CNPweb* assigns a status to your sponsor claim (Sponsor Claim Rollup form) and each site claim for each School Nutrition Program program month.

■ **Each sponsor claim** (made up of a Sponsor Claim Rollup and one or more Site Claim forms) has an overall status displayed on the SPONSOR SUMMARY – CLAIMS page as part of the claim month information.

The sponsor claim status determines what actions you can take on the claim and the location of this claim in the claims process.

■ **Each site claim** form receives its own status displayed on the SPONSOR SUMMARY – CLAIMS page. You must expand the month claim information to view the individual site claim statuses. Site claims only have the ERRORS or APPROVED status.

Sponsor Claim Statuses

The following table explains each of the sponsor claim statuses:

Status	Description
Errors	The *CNPweb* uses the Errors status for your sponsor claim when one or more of the site claims for this program month contain input errors. The errors must be corrected before you can submit your claim to the IDE for review and approval.
	■ If you use the online forms, it is not possible for the sponsor claim to have input errors. If you attempt to enter an incorrect value on this form, the *CNPweb* prevents you from submitting this form until the input value is correct.
	■ If you use an upload file and it contains one or more site claims with errors, the *CNPweb* assigns the Errors status to the sponsor claim, also. The Errors status remains until you check that the claim is ready for payment.
	You must correct every site claim that has errors. The sponsor claim rollup cannot be submitted for approval until all errors have been corrected in every site claim.
	When you resolve all errors, the CNPweb assigns the Pending Submission status.

Status	Description
Pending Submission	The *CNPweb* uses the Pending Submission status for your sponsor claim when all site claims have the Approved status. If you have created all site claims, you are ready to submit your sponsor claim.
Pending Approval	The *CNPweb* uses the Pending Approval status for your sponsor claim when you submit your monthly claim to the IDE for approval and payment.
	Your organization cannot change or delete a claim with the Pending Approval status.
Approved	The *CNPweb* uses the Approved status for your sponsor claim after the IDE reviews and approves your claims. An Approved claim remains in the *CNPweb* as part of the claim history.
	Your organization cannot change or delete a claim with the Approved status. You cannot submit a claim revision while the claim has the Approved status.
Paid	The *CNPweb* uses the Paid status for your sponsor claim after the IDE authorizes the claim payment. You can review payment information using the Sponsor Summary – Payments page.
	If you need to make changes to a claim with the Paid status, you must revise the claim.

The following table identifies the actions you can take on a sponsor claim based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Approved	■			
Paid	■			■

Site Claim Statuses

The following table explains each of the site claim statuses:

Status	Description
Errors	The *CNPweb* uses the Errors status for a site claim that contains input errors. The errors must be corrected before you submit your sponsor claim to the IDE for approval.
Approved	The *CNPweb* uses the Approved status for a site claim that contains no input errors.

Claims Tasks

You can perform each of the following claims tasks using the *CNPweb*:

Task Description	Page
Create a new claim using the online forms	26

Task Description	Page
Create a new claim using an upload file	44
Edit an unsubmitted claim	55
Revise a paid claim	64
Review the current claim version (current program year)	76
Review a previous claim version (current program year)	82
Review a claim (previous program year)	89
Delete an unsubmitted claim	93

Sponsor Summary Page Contents

The SPONSOR SUMMARY page provides access to the main areas of the *CNPweb* for School Nutrition Program sponsors. This page automatically displays when you first log in to the *CNPweb*.

The SPONSOR SUMMARY page provides tabs that give access to each of the major areas of the SNP:

Tab	Description
Packet	Allows you to view the status of the components of your enrollment or renewal packet. When your organization completes your packet, this page allows you to submit your packet to the IDE.
Applications	Allows you to create and maintain the information sheets (applications) that make up your organization's enrollment or renewal packet.
	Allows you to track the status of revised information sheets that you submit to the IDE throughout the program year.
Claims	Allows you to submit, edit, view, and delete monthly reimbursement claims for each site during the program year.
Payments	Allows you to view a list of payments made to your organization during this program year.
Users	Allows you to maintain your organization's *CNPweb* users.

This training manual explains how to use the Claims and Payments tabs. For information about the other tabs, see the School Nutrition Program Enrollment & Renewal Packets Training Manual.

Display the Sponsor Summary – Claims Page

The *CNPweb* displays the SPONSOR SUMMARY immediately after you login, and returns you to this page throughout your tasks. However, if you use the menus to select and perform tasks, they do not automatically return you to the SPONSOR SUMMARY page. When that happens, you can easily use the School Nutrition Program menus to display the SPONSOR SUMMARY page.

It is beyond the scope of this training manual to explain the School Nutrition Program menus. Once you are familiar with the instructions provided in this manual, you can explore the menu options for alternative method for performing basic tasks.

If you need additional information about the CNPweb menus, see "Page Content Overview" on page 5.

To display the SPONSOR SUMMARY page from any other page in the School Nutrition Program area of the *CNPweb*:

Step 1:   Click APPLICATIONS (in the menu).

The *CNPweb* displays the APPLICATION menu.

Screen 11:   The Application menu.

Step 2:   Click SPONSOR SUMMARY.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Screen 12:   An example of the Sponsor Summary – Packet page.

Step 3:   Click CLAIMS.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 13: An example of the Sponsor Summary – Claims page before adding any claims for this program year.

Sponsor Summary – Claims Page Contents

The SPONSOR SUMMARY – CLAIMS page allows you to create and maintain your School Nutrition Program sponsor and site reimbursement claims. It also displays a summary of the monthly claim information for each month of the program year. From this page, you can add, view, delete, edit, and revise your monthly reimbursement claims.

Screen 14: An example of the Sponsor Summary – Claims page at the start of a program year.

Screen 15:   An example of the Sponsor Summary -- Claims page after submitting several program months' claims. The October claim displays the list of site claims for that month along with their statuses.

Screen 16:   An example of the Sponsor Summary -- Claims page after submitting several program months' claims. The September claim shows a revision and the month's revision history.

The SPONSOR SUMMARY – CLAIMS page displays the following information about your organization's monthly reimbursement claims:

- **Sponsor Name & Agreement Number**
- **Sponsor Summary Tabs –** provides access to each of the areas of your organization's summary, including packet, applications, claims, payments, and users.

For each monthly claim, the page displays:

■ **Revision Expansion Indicator** – a small plus sign next to a month means that you can view one or more versions (revisions) for this month's reimbursement claim. Click on the plus to expand the display to include the revision history list. A small minus sign means that you can hide the revision history list and only display the most recent claim version for this month.

> *The Sponsor Summary – Claims page automatically displays the most current version of the sponsor claim as the month's information. You can use this indicator to expand the revision history to include all previous versions.*

■ **Site Expansion Indicator** – a small plus sign in a yellow folder next to a month means that you can view the individual site claims. Click on the plus to expand the display to include the site claims list. A small minus sign means that you can hide the site claims list and only display the sponsor claim rollup information for this month.

> *The Sponsor Summary – Claims page automatically displays the sponsor claim as the month's information. When you expand the display, the page displays one row for each site claim made for the selected month.*

■ **Claim Month** – includes the calendar year. This line displays information about the status and amount of the most recent version of the sponsor claim for this month. To see the sites that make up a month's claim, use the site expansion indicator to display the site name and site number.

> *The IDE provides the list of sites that appears on this page when you expand the month displays. If this list is not correct, contact the IDE.*

■ **Revision** – the number of the current version of this month's reimbursement claim. The original claim is revision 0 (zero) and each revision adds 1 (one) to the revision number. The current revision automatically displays. To see the revision history, use the revision expansion indicator.

■ **Status** – the current status of the sponsor claim rollup displays next to the month name. If you expand the month display, this area displays the status of the site claim for this month.

■ **Claim Amount** – the amount of sponsor claim (the sum of all individual site claims) for the program month. The amount displays once the claim reaches the PENDING SUBMISSION status.

■ **Actions** – allows you to add, view, edit, revise, or delete a month's claim, or upload a claim file. The actions on a site claim row take effect on the site claim, and the actions on a program month row take effect on the sponsor claim for that month.

Sponsor Summary – Payments Page Contents

The SPONSOR SUMMARY – PAYMENTS page provides access to information about payments authorized by the IDE to your organization. It displays information about individual payments, and a summary of all payments to date in this program year. You can expend the display to

show individual claim amounts, or display on the batch summary payment amounts.

Screen 17: An example of the Sponsor Summary – Payments page at the start of a program year.

Screen 18: An example of the Sponsor Summary – Payments page showing three payments.

Screen 19: An example of the Sponsor Summary – Payments page showing one batch expanded to identify the reimbursement claim paid.

Screen 20: An example of the Sponsor Summary – Payments page showing one batch expanded to show two paid claims in the same batch.

The SPONSOR SUMMARY – PAYMENTS page displays the following information about your organization's monthly reimbursement claims:

■ **Sponsor Name & Agreement Number**

■ **Sponsor Summary Tabs –** provides access to each of the areas of your organization's summary, including packet, applications, claims, payments, and users.

For each payment, the page displays:

■ **Batch Expansion Indicator –** a small plus sign next to a batch number means that you can view the individual payments that were included in this batch. Click on the plus to expand the display to include the payments list. A small minus sign means that you can hide the payments list and only display the total payment information for this batch.

■ **Batch Number –** the payment batch (group) authorized by the IDE that contained one or more payments for this sponsor. Payments are approved individually, but they are authorized in batches (groups) that can include more than one payment for a sponsor. When you expand the payments list, this column identifies the claim month and year.

> *The CNPweb displays the batches so that the most recent payment appears on the top of the list.*

■ **Process Date** – the date that the IDE authorized this batch payment to the sponsor.

■ **Lunch –** the amount of this payment for claims related to lunch programs. If you expand the payment list, this is the amount for one claim paid in this batch.

■ **Breakfast –** the amount of this payment for claims related to breakfast programs. If you expand the payment list, this is the amount for one claim paid in this batch.

- ■ **Snack** – the amount of this payment for claims related to snack programs. If you expand the payment list, this is the amount for one claim paid in this batch.
- ■ **Milk** – the amount of this payment for claims related to milk programs. If you expand the payment list, this is the amount for one claim paid in this batch.
- ■ **Total Payment** – the amount of payment (the sum of all individual program paid amounts) authorized by the IDE for payment with this batch.

> *If the batch contains more than one claim payment, each claim line shows the amount paid for the claim, and the total amount paid with this batch appears on the batch line.*

- ■ **Total Lunch Payments** – the amount paid to your organization for all claims (year-to-date) related to lunch programs.
- ■ **Total Breakfast Payments** – the amount paid to your organization for all claims (year-to-date) related to breakfast programs.
- ■ **Total Snack Payments** – the amount paid to your organization for all claims (year-to-date) related to snack programs.
- ■ **Total Milk Payments** – the amount paid to your organization for all claims (year-to-date) related to milk programs.
- ■ **Total Payments** – the amount paid to your organization for all claims (year-to-date).

Input Errors

Each time you create a School Nutrition Program site claim in the *CNPweb*, the *CNPweb* checks it for input errors. If errors are found, you must fix them and resubmit the claim. Your monthly claim cannot be submitted to the IDE until all site claims are complete and error-free.

> *If you enter a site claim using the online forms, the CNPweb checks the site claim when you submit it.*
>
> *If you enter one or more site claims using an upload file, the CNPweb checks all of the submitted site claims for input errors after it successfully uploads the file.*
>
> *All of the information in this section about input errors on claims also applies to input errors on your annual financial report.*

To help you create claims without errors, the *CNPweb* provides the following features:

- ■ The *CNPweb* notifies you immediately after you create a claim with errors, whether you create a new claim that contains input errors, or if you make changes to a previously submitted claim and the changes create input errors.
- ■ The *CNPweb* assigns the ERRORS status to every claim that contains errors. This way, you can easily identify if a claim requires additional work.

- The *CNPweb* marks each claim error with validation messages that help you understand the reason for the error. The validation messages identify the exact field that contains the error, and explain what caused the error.

- The validation messages provide a method to move to the next error on the claim. This helps you to quickly locate and resolve the errors.

The *CNPweb* provides a series of messages to help you locate, understand, and fix the input errors on your School Nutrition Program site claims. The error messages include:

- **Page Validation Error Messages** – this message appears at the top of every site claim with errors. It provides access to all claim errors.

- **Section Validation Error Messages** – this message appears at the start of a claim section and provides a list of all errors within that section.

- **Field Validation Error Messages** – all fields with input errors are marked with red highlighting and have a pop-up window with detailed field error information.

The following sections explain how to use each of these error messages.

Page Validation Error Message

The *CNPweb* provides you with details about each input error to help you correct the SPONSOR CLAIM page and successfully submit the claim for approval and payment. At the top of the form, the *CNPweb* displays the VALIDATION ERRORS message. This message describes the two types of error messages, and provides a listing of the form sections that contain input errors.

Validation Errors
Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.
Go to Section: 1 2

Screen 21:   An example of the Site Claim Validation Errors message showing errors in sections 1 and 2.

You can scroll through the form to locate the errors, or you can click on the section numbers to move directly to them.

Section Validation Error Message

When you view a section of the SITE CLAIM that contains an input error, the School Nutrition Program website provides you with details about each input error within the section.

| Section 1 - Validation Errors		
Field No.	Severity	Description
5B	1	Total Lunches entered does not equal the computed total. Computed total = 12698
5C	1	Total Breakfasts entered does not equal the computed total. Computed total = 12698
Go to Section: 1 2		

Screen 22:   An example of the Site Claim Validation Errors message for a form section showing two errors within this section.

The section validation error message provides the following information about each input error in this section:

Column	Description
Field Number	Provides the field number where the error occurs. Each field on this form is given a unique field number.
Severity	The severity of the error is rated as 1 or 2. ■ Severity 1 – errors must be corrected before the form will be submitted for approval. ■ Severity 2 – errors that do not prevent the form from being submitted for approval. All errors should be corrected on this form.
Description	A statement of the error condition, with enough information that you can figure out how to fix this error.

Field Validation Error Message

When you view a field of the SPONSOR CLAIM that contains an input error, the School Nutrition Program website provides you with details about that error.
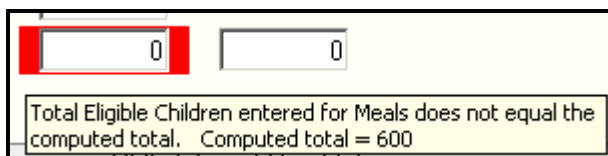
Screen 23:   An example of a field error number showing the error description.

The *CNPweb* also marks each field with an input error. The field number appears in red. If you place your mouse over the field number, the error description text displays.

3 Submit a Monthly Claim (Online)

Overview

Your organization can submit a reimbursement claim for each month that you have one or more sites that participate in the School Nutrition Program. The *CNPweb* uses the information you provided on your sponsor and site information sheets to determine which program months your organization can submit a reimbursement claim. You can submit a claim starting on the 1st of the following month, and you have 60 days to submit your original claim.

> *If your organization plans to do a file upload for one or more of your site claims, see "Submit a Monthly Claim (File Upload)" on page 44.*

The following table identifies the steps for submitting a School Nutrition Program monthly claim online and the page in this manual with detailed instructions:

Step	Description	Page
1	Prepare the information for each of your site claims.	N/A
2	Create your Sponsor Claim Rollup for the program month.	26
3	Create each of your site claims for the program month.	29
4	Resolve any input errors in your site claims.	33
5	Submit your claim to the IDE for approval and payment.	40

Create the Sponsor Claim Rollup

The first step for submitting a new School Nutrition Program monthly reimbursement claim using the online forms requires you to create the SPONSOR CLAIM ROLLUP for the month. This page displays a summary of the claim information you provide for each of your sites, so at this stage, most of the form contains zero counts and dollar amounts.

> *You cannot create a sponsor claim rollup until the claim month has ended. For example, you can't create the July sponsor claim rollup until at least August 1st. For more information about submission dates, see "Claims Overview" on page 11.*

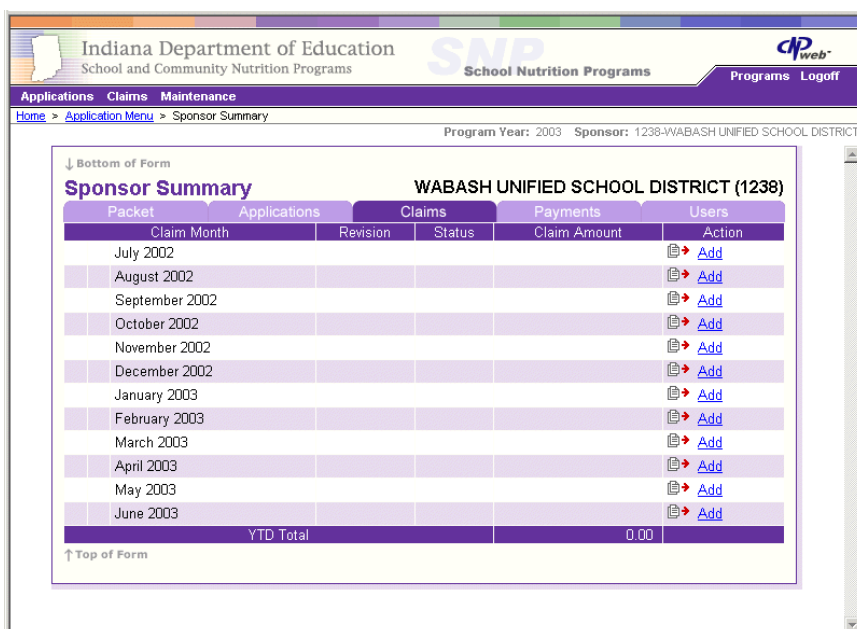To create the SPONSOR CLAIM ROLLUP for a new monthly reimbursement claim for your organization:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Indiana Department of Education
School and Community Nutrition Programs

School Nutrition Programs

Programs   Logoff

Applications   Claims   Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary   WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
July 2002				Add
August 2002				Add
September 2002				Add
October 2002				Add
November 2002				Add
December 2002				Add
January 2003				Add
February 2003				Add
March 2003				Add
April 2003				Add
May 2003				Add
June 2003				Add
YTD Total			0.00	

↑ Top of Form

Screen 24: *An example of the Sponsor Summary – Claims page before submitting any claims for the program year.*

Step 2: Locate the desired month on the page.

Step 3: Click ADD.

The *CNPweb* displays the SPONSOR CLAIM ROLLUP page for the selected month.

Screen 25:   An example of the Sponsor Claim Rollup page before submitting any claim information.

Step 4:   Type the average cost per half pint.

Step 5:   Click SUBMIT.

If you entered a half pint cost that exceeds the maximum allowed cost, you receive an error. Adjust the cost and resubmit the form.

You cannot submit this form until you enter a cost that is within the expected range.

The *CNPweb* displays the SPONSOR CLAIM SUMMARY page.

Screen 26:   An example of the Sponsor Claim Summary page before adding any site claims.

Step 6: Scroll to the bottom of the page.

Step 7: Click SPONSOR SUMMARY option.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page updated with the rollup information.

Screen 27:   An example of the Sponsor Summary – Claims page showing the Sponsor Claim Rollup added for the selected program month.

You are now ready to create your site claims for this program month. For more information, see "Create a Site Claim" on page 29.

You can begin creating site claims immediately, or you can create them at a later time.

Create a Site Claim

The second step for submitting a new School Nutrition Program monthly reimbursement claim using the online forms requires you to create a site claim for each appropriate site. You must create a separate site claim for every site participating in the SNP program for this program month.

The CNPweb uses the information you provided on your site information sheets (applications) to determine which months you can create a claim for each site.

If you uploaded a site claim upload file that did not contain all of your site claim information for the month, you must use this procedure to add any omitted site claims.

You can begin creating your site claims immediately after you create the SPONSOR CLAIM ROLLUP for the claim month, or you can return to the *CNPweb* at a later time.

When you create a site claim, the CNPweb automatically updates the Sponsor Claim Rollup with the counts and amounts you enter for the site claim.

To create a site claim for one site that participated in the School Nutrition Program during this claim period:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 28: An example of the Sponsor Summary – Claims page showing the Sponsor Claim Rollup added for the selected program month.

Step 2: Located the claim month that needs a site claim added.

Step 3: Click the site expansion indicator (plus sign in a yellow folder) next to the claim month to display the site list (if necessary).

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page with a list of your sites.

Screen 29: *An example of the Sponsor Summary – Claims page expanded to show the sites for the selected claim month.*

Step 4: Locate the desired site in the list.

If your organization operates a site that participated in the School Nutrition Program but is not listed on this page, you must contact the IDE.

Step 5: Click ADD.

The *CNPweb* displays the SITE CLAIM page for the selected site and program month.

Screen 30: *An example of the Site Claim page before adding any claim information.*

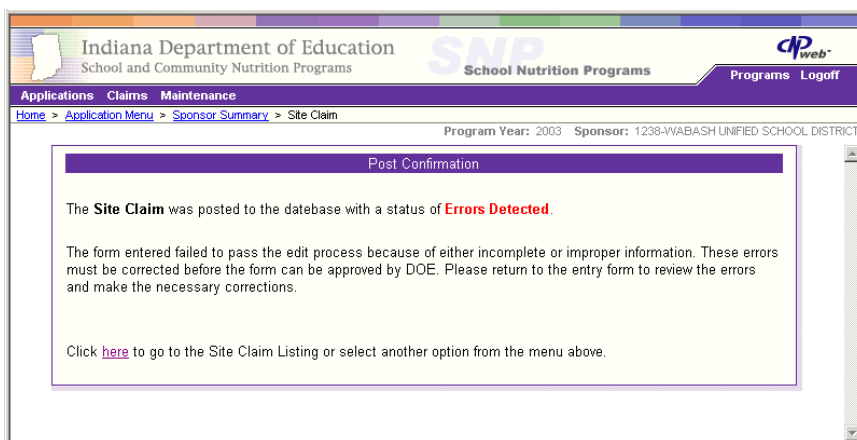**Step 6:** Complete the SITE CLAIM page.

> *If you need help understanding the form or preparing your numbers, contact the IDE.*

Step 7: Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 8: If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

Screen 31: *An example of the Site Claim Post Confirmation page showing the error detection message.*

> *For more information, see "Correct Site Claim Input Errors" on page 33.*

Step 9: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.

Screen 32: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 10: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 33: An example of the Sponsor Summary – Claims page showing one approved site claim.

Step 11: Repeat **Step 4** through **Step 10** for each remaining site.

You are now ready to submit your sponsor claim rollup for this program month, and submit your claim to the IDE for approval and payment. For more information, see "Submit the Sponsor Claim Rollup" on page 40.

Correct Site Claim Input Errors

Each time you submit a monthly reimbursement claim for a School Nutrition Program site, the *CNPweb* reviews it for errors. This happens when you submit the original claim for the claim period, and for any claim revision submitted after the original claim has been approved. If errors are found, the *CNPweb* notifies you.

A reimbursement claim that contains errors cannot be submitted to the IDE for approval and payment.

For more information about how the CNPweb notifies you about input errors or about the types of error messages provided to help you resolve these errors, see "Input Errors" on page 23.

Correcting errors is one method of editing a claim. For more information, see "Edit an Unsubmitted Claim" on page 55.

Use the validation messages on the page to correct the input errors, and resubmit the claim. If additional input errors are found, the *CNPweb* notifies you that errors were found. You can choose to correct the errors immediately, or you can return to the *CNPweb* at a later time.

Screen 34:   An example of the Site Claim Post Confirmation page showing that input errors were found.

Correct Errors Immediately

To open a School Nutrition Program site claim that contains input errors immediately after attempting to create the form:

Step 1:   At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 35:   An example of the Sponsor Summary – Claims page showing the site claim with input errors.

Step 2: Locate the site claim with the ERRORS status.

Step 3: Click EDIT.

The *CNPweb* displays the SITE CLAIM page with error messages visible.

Screen 36: An example of the Site Claim page with input error messages visible.

Step 4: Use the validation error messages to resolve all of the input errors on this claim form.

> *For more information, see "Input Errors" on page 23.*

Step 5: Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 6: If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

> *You must continue to correct the input errors on this claim. For more information, see "Correct Site Claim Input Errors" on page 33 .*
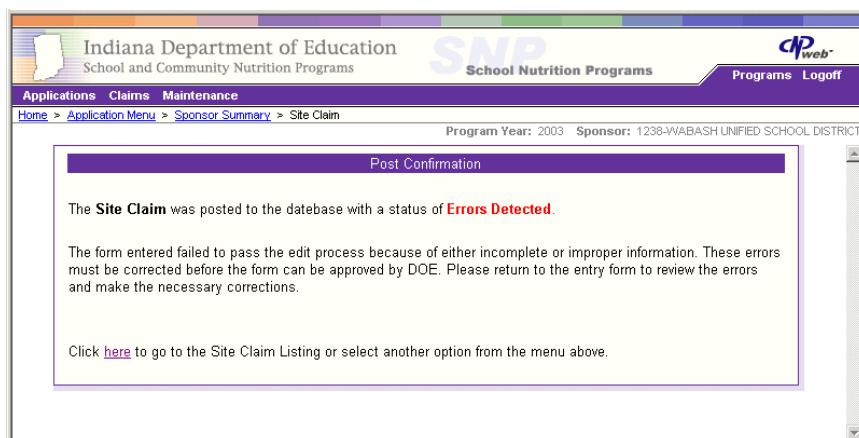
Screen 37: *An example of the Site Claim Post Confirmation page showing the error detection message.*

Step 7: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.
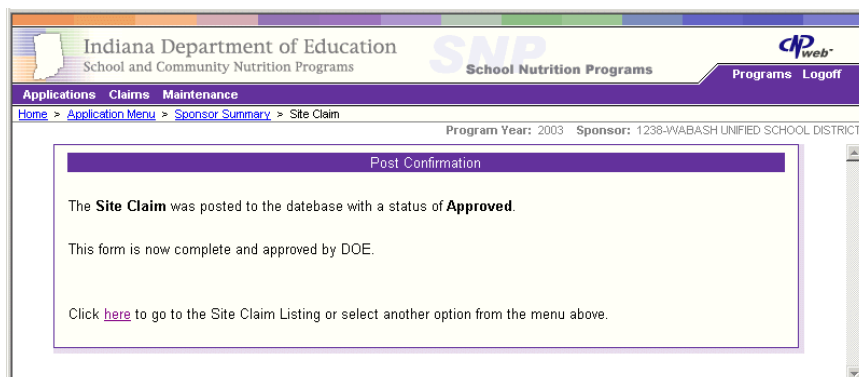
Screen 38: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 8: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 39: An example of the Sponsor Summary – Claims page showing one approved site claim.

Correct Errors Later

If you cannot resolve the input errors at the time you create the site claim with errors, you can open the School Nutrition Program site claim at a later time.

To open a site claim that contains input errors at a later time:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 40:   An example of the Sponsor Summary -- Claims page.

Step 2:   Click the site expansion indicator (plus sign in a yellow folder) next to the desired claim month.

The *CNPweb* shows each site claim status for the selected month.

Screen 41:   An example of the Sponsor Summary -- Claims page expanded to show the sites for the selected claim month.

Step 3:   Locate the site claim with the ERRORS status.

Step 4:   Click EDIT.

The *CNPweb* displays the SITE CLAIM with error messages visible.

Screen 42:   *An example of the Site Claim with input error messages visible.*

Step 5:   Use the validation error messages to resolve all of the input errors on this claim form.

 For more information, see "Input Errors" on page 23.

Step 6:   Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 7:   If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

 You must continue to correct the input errors on this claim. For more information, see "Correct Site Claim Input Errors" on page 33.

Screen 43:   *An example of the Site Claim Post Confirmation page showing the error detection message.*

Step 8: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.

Screen 44: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 9: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 45: *An example of the Sponsor Summary – Claims page showing one approved site claim.*

Submit the Sponsor Claim Rollup

When you have completed the site claims for a claim month (all site claims have the APPROVED status), you are ready to submit your organization's School Nutrition Program monthly sponsor reimbursement claim to the IDE for approval and payment.

This is the last step you complete, whether you used the online forms or an upload file.

If you need to make changes to a site claim before submitting your monthly reimbursement claim, see "Edit an Unsubmitted Site Claim" on page 56.

To submit your SPONSOR CLAIM ROLLUP for approval and payment:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:

■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 46: *An example of the Sponsor Summary -- Claims page showing the selected month (July) with the Pending Submission status.*

Step 2: Locate the sponsor claim rollup for the selected month.

Step 3: Click EDIT.

The *CNPweb* shows the SPONSOR CLAIM ROLLUP page for the selected month, updated with the site claim information.

Screen 47: *An example of the Sponsor Claim Rollup page showing the updated claim information.*

Step 4: Scroll to the bottom of the page.

The *CNPweb* displays the bottom of the SPONSOR CLAIM ROLLUP page.

Screen 48: *An example of the Sponsor Claim Rollup page payment checkbox and Submit button.*

Step 5: Check CLAIM IS READY FOR PAYMENT box.

The CNPweb does not submit any sponsor claims until you check this box, even if the claims do not have input errors.

You can use your browser Print button to print a copy of this page.

Step 6: Click SUBMIT.

The *CNPweb* submits your claim to the IDE for approval and displays the SPONSOR CLAIM SUMMARY page.

Screen 49: *An example of the Sponsor Claim Summary page.*

Step 7: Review the claim details.

You can use your browser Print button to print a copy of this page.

Step 8: Click SPONSOR SUMMARY.

The *CNPweb* displays SPONSOR SUMMARY – CLAIM page showing the submitted claim with the PENDING APPROVAL status.

Screen 50: *An example of the Sponsor Summary – Claim page showing the pending approval claim.*

4   Submit a Monthly Claim (File Upload)

Overview

Your organization can submit a reimbursement claim for each month that you have one or more sites that participate in the School Nutrition Program. The *CNPweb* uses the information you provided on your sponsor and site information sheets to determine which program months your organization can submit a reimbursement claim. You can submit a claim starting on the 1st of the following month, and you have 60 days to submit your original claim.

If your organization has the ability to create an upload file that contains the data for School Nutrition Program site reimbursement claims, you can use this upload procedure to simplify your monthly claim submission effort. The general rules for submitting monthly claims apply whether you create your claim online or through a file upload.

> *If your organization cannot create upload files, you must create your claims forms online. For more information, see "Submit a Monthly Claim (Online)" on page 26.*

> *You can only upload a site claim file before you create any online forms for the claim month. After you create an online form, you cannot submit an upload file for that month.*

The following table identifies the steps for submitting a School Nutrition Program monthly claim using a file upload:

Step	Action	Page
1	Prepare the monthly site claim file.	45
2	Upload the monthly site claim file.	45
3	Review the claim online for any input errors.	48
4	Add any additional site claims.	52
5	Submit the Sponsor Claim Rollup to the IDE for payment.	53

Prepare the Upload File

The first step for submitting a new School Nutrition Program monthly reimbursement claim using an upload file requires you to create the upload file that contains some or all of your site claim information. Your upload file is a comma-delimited data file that provides your individual site claim information in a specific format.

For more information, see "Appendix: Site Claim File Layout" on page 127.

Place you upload file where you can easily find it on your computer or network. You need to locate this file in the next step.

Upload the Site Claim File

The second step for submitting a new School Nutrition Program monthly reimbursement claim using an upload file requires you to upload the site claim file to the *CNPweb*. As part of the upload process, the *CNPweb* checks the file layout, and rejects all files that don't meet the layout guidelines.

To upload your file, you use the file upload icon located next to the month on the SPONSOR SUMMARY – CLAIMS page.

Screen 51:   An example of the Upload icon.

To upload your monthly site claim file to the *CNPweb*:

Step 1:   Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 52: *An example of the Sponsor Summary – Claims page before submitting any claims for the desired month (August).*

Step 2: Locate the desired month on the page.

Step 3: Click UPLOAD ICON.

The *CNPweb* displays the CLAIM FILE UPLOAD page for the selected month.

Screen 53: *An example of the Claim File Upload page for the selected month (August).*

Step 4: Type the site upload file path and filename.

OR

Use the BROWSE feature to locate the site upload file on your computer or network.

Step 5: Click UPLOAD FILE.

The *CNPweb* locates your site upload file and verifies that it has the correct layout.

Step 6: If your site upload file contains layout errors, the *CNPweb* displays the FILE CLAIM UPLOAD ERRORS page with detailed error information.
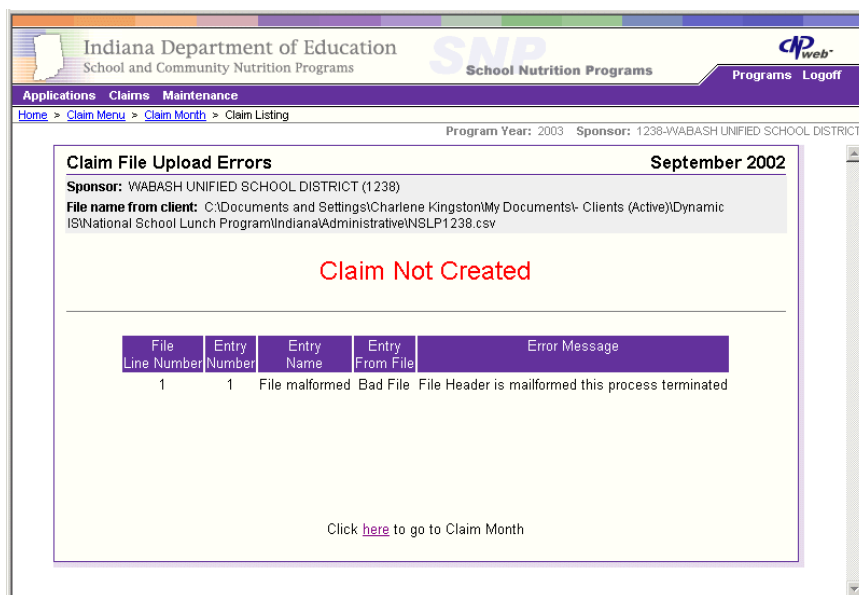
Screen 54: *An example of the Claim File Upload Errors page showing a typical file layout error message.*

You must correct the site upload file and resubmit it to the CNPweb.
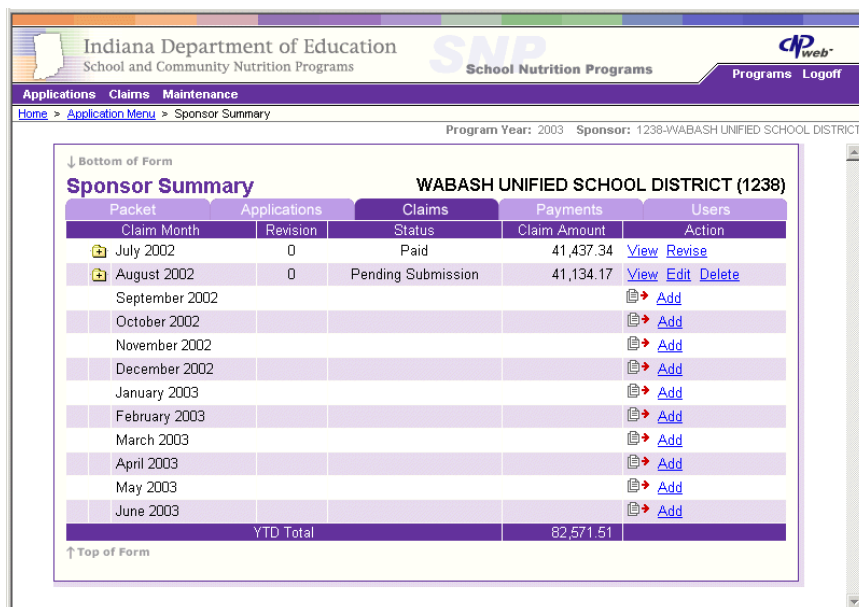
Step 7: If your site upload file doesn't contain layout errors, the *CNPweb* displays the CLAIM FILE UPLOAD RESULTS page.
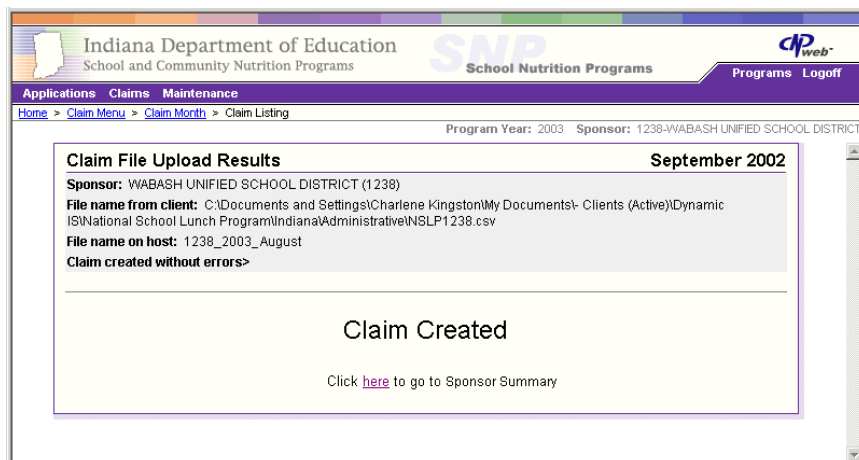
Screen 55: *An example of the Claim File Upload Results page when the claim contains no layout errors.*

Step 8: At the CLAIM FILE UPLOAD RESULTS page, click to display the SPONSOR SUMMARY page.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page showing the uploaded claim information and status for the selected month.

Claim Month	Revision	Status	Claim Amount	Action
July 2002	0	Paid	41,437.34	View Revise
August 2002	0	Pending Submission	41,134.17	View Edit Delete
September 2002				Add
October 2002				Add
November 2002				Add
December 2002				Add
January 2003				Add
February 2003				Add
March 2003				Add
April 2003				Add
May 2003				Add
June 2003				Add
YTD Total			82,571.51	

Screen 56: An example of the Sponsor Summary – Claims page showing the results of uploaded site claims for the selected month (August).

Review the Claim Online

The third step for submitting a new School Nutrition Program monthly reimbursement claim using an upload file requires you to review the individual site claims that were uploaded. As part of the upload process, the *CNPweb* verified that the file used the correct layout. It is possible that your file used the correct layout but contained incorrect information.

The *CNPweb* checked each uploaded site claim against the validation rules for site claims. These rules make sure that that individual counts and the totals match, and makes sure that all numbers are reasonable. It is possible that your file contained one or more site claims with input errors. The *CNPweb* assigns the ERRORS status to any claim that contains input errors. These errors must be resolved before you can submit your monthly claim.

> *If any of the site claims in your site upload file contain input errors, the CNPweb assigns the Errors status to the site claim and to the sponsor claim.*

You can review your site claim statuses immediately after you upload your site claim file, or you can return to the *CNPweb* at a later time.

To review the status of the uploaded site claims:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

> *For more information, see:*
> - *"Access the Sponsor Summary – Claims Page" on page 2, or*
> - *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Indiana Department of Education
School and Community Nutrition Programs

School Nutrition Programs

Programs Logoff

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary   WABASH UNIFIED SCHOOL DISTRICT (1238)

	Packet	Applications	Claims	Payments	Users
	Claim Month	Revision	Status	Claim Amount	Action
🗀	July 2002	0	Paid	41,437.34	View Revise
🗀	August 2002	0	Pending Submission	41,134.17	View Edit Delete
	September 2002			📄➜	Add
	October 2002			📄➜	Add
	November 2002			📄➜	Add
	December 2002			📄➜	Add
	January 2003			📄➜	Add
	February 2003			📄➜	Add
	March 2003			📄➜	Add
	April 2003			📄➜	Add
	May 2003			📄➜	Add
	June 2003			📄➜	Add
		YTD Total		82,571.51	

↑ Top of Form

Screen 57: An example of the Sponsor Summary – Claims page showing the Sponsor Claim Rollup added for the selected program month.

Step 2: Located the claim month.

Step 3: Click the site expansion indicator (plus sign in a yellow folder) next to the claim month to display the site list.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page with a list of your sites.

Screen 58: *An example of the Sponsor Summary – Claims page expanded to show the sites for the selected claim month.*

Step 4: Check the status of each site claim.

> *For more information, see:*
> - *"Site Claim Statuses" on page 15, and*
> - *"Sponsor Summary – Claims Page Contents" on page 18*

Step 5: If all of the site claims have the APPROVED status, skip to "Add Additional Site Claims" on page 52.

Step 6: Locate a site claim with the ERRORS status.

Step 7: Click EDIT.

The *CNPweb* displays the SITE CLAIM page with error messages visible.

Screen 59: *An example of the Site Claim with input error messages visible.*

Step 8: Use the validation error messages to resolve all of the input errors on this claim form.

For more information, see "Input Errors" on page 23.

Step 9: Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 10: If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

Screen 60: *An example of the Site Claim Post Confirmation page showing the error detection message.*

You must continue to correct the input errors on this claim. For more information, see "Correct Site Claim Input Errors" on page 33.

Step 11: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.

Screen 61: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 12: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 62: An example of the Sponsor Summary – Claims page showing one approved site claim.

Step 13: Repeat **Step 6** through **Step 12** for each site with the ERRORS status.

A reimbursement claim that contains errors cannot be submitted to the IDE for approval and payment. You must resolve all site claim input errors before moving on to the next step.

Add Additional Site Claims

The fourth step for submitting a new School Nutrition Program monthly reimbursement claim using an upload file requires you to make sure that your claim includes all sites. It is possible to create one or more site claims using the upload file, and then create one or more site claims using the online forms.

If you have additional site claims to create, you must use the online forms. After you have uploaded a file, you cannot upload another file for the same month.

For detailed instructions for creating a site claim using the online forms, see "Create a Site Claim" on page 29.

Submit the Sponsor Claim Rollup Online

When the *CNPweb* uploaded your site claim file, it created your
SPONSOR CLAIM ROLLUP for the month using the site claim information
in your file. Each time you edited a site claim, or each time you added a
new site claim using the online form, the *CNPweb* updated your
SPONSOR CLAIM ROLLUP with the updated site claim information. Now,
you can submit your SPONSOR CLAIM ROLLUP to the IDE for approval
and payment.

> *You cannot submit your Sponsor Claim Rollup until you have
> completed all site claims for the claim month, and all site claims have
> the Approved status.*

> *If you need to make changes to a site claim before submitting your
> monthly reimbursement claim, see "Edit an Unsubmitted Site Claim"
> on page 56.*
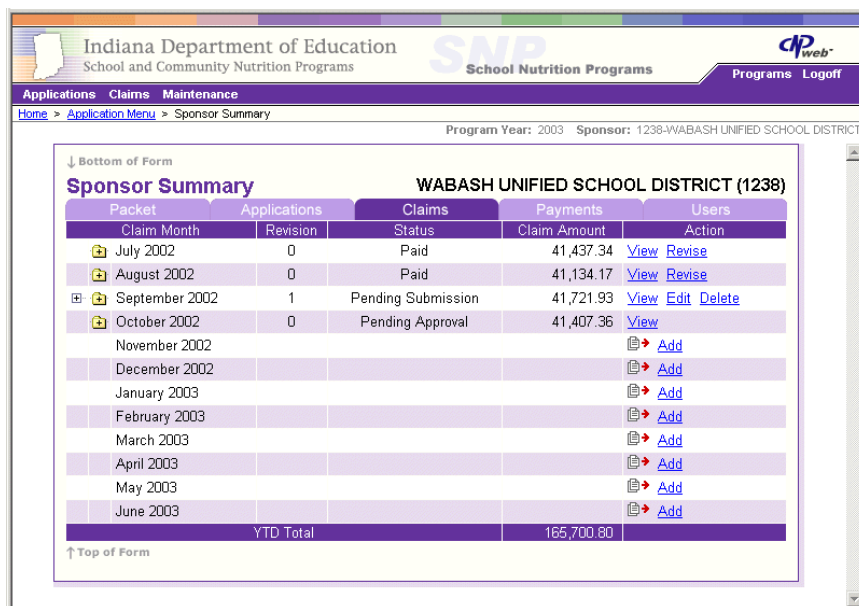
For detailed instructions for submitting your SPONSOR CLAIM ROLLUP,
see "Submit the Sponsor Claim Rollup" on page 40.

5   Change a Claim

Edit or Revise a Claim

Your organization can make changes to a School Nutrition Program monthly reimbursement claim after it has been paid by the IDE. The procedure that you use to make the change depends on the current status of the sponsor claim for the month.

The *CNPweb* determines the status of the claim based on the status of the SPONSOR CLAIM ROLLUP for the month, and not the status of an individual site claim. The sponsor claim status shows the location of your monthly claim in the creation and approval process. This status appears on the SPONSOR SUMMARY – CLAIMS page as the month status, and you can see this status on the page without expanding the month display to show the individual sites.

Screen 63:   An example of the Sponsor Summary – Claims page showing the status of four month's sponsor claims.

The CNPweb automatically gives the Approved status to site claims without input errors. That is why the site claim status is not used to determine the overall claim status.

For more information about claim status, see "Claim Statuses" on page 14.

Before you can make changes to a claim, you must know where your sponsor claim is in the review process. If you discover that you must make a change to claim, you must use one of the following procedures, based on the current claim status:

Claim Status	Action Required to Change	Page
Pending Submission	A sponsor claim receives the Pending Submission status after you begin working on it.	55
	You can edit any of the claim components until you submit the claim to the IDE for approval.	
Pending Approval	A sponsor claim receives the Pending Approval status when you submit it to the IDE for approval.	N/A
	You cannot make any changes to claim between the time that you submit the claim to the IDE for approval and the IDE pays it. During this time, you can only view the existing claim.	
	Once the claim is approved, you can submit a claim revision.	
Approved	A sponsor claim receives the Approved status when the IDE approves it for payment.	N/A
	You cannot make any changes to claim between the time that you submit the claim to the IDE for approval and the IDE pays it. During this time, you can only view the existing claim	
	Once the claim is approved, you can submit a claim revision. The approved claim remains on the CNPweb as part of the claim history.	
Paid	A sponsor claim received the Paid status when the IDE processes the claim payment.	64
	You cannot edit a paid claim. However, you can submit a claim revision.	
	The paid claim remains on the CNPweb as part of the claim history.	

Edit an Unsubmitted Claim

You can make changes to an unsubmitted School Nutrition Program claim by editing the current version of the claim. You may edit the unsubmitted original claim, or you may edit an unsubmitted revision of the claim.

You can edit:

- **Sponsor claim rollup** – the only change you can make to this form is the AVERAGE COST PER HALF PINT. Every other number on this form comes directly from the individual site claims for the month.
- **Site claim** – you can edit all of the site claim information.

For more information about determining the status of your claim and determining if you can edit the claim, see "Edit or Revise a Claim" on page 54.

You can change the unsubmitted original claim for up to 60 days after the end of the claim month. The original claim must be submitted within 60 days.

You can change an unsubmitted revision of the claim that creates an upward adjustment for up to 90 days after the end of the claim month.

For more information about the time you have to submit a claim, see "Claims Overview" on page 11.

Correcting errors is one method of editing a claim. For more information, see "Correct Site Claim Input Errors" on page 33.

Edit an Unsubmitted Site Claim

Throughout the claim period, you can make changes to a School Nutrition Program site claim that is part of an unsubmitted (PENDING SUBMISSION status) sponsor claim.

■ You can change the unsubmitted **original** claim for up to 60 days after the end of the claim month. The original claim must be submitted within 60 days.

■ You can change an unsubmitted **revision** of the claim. Upward adjustment revisions must be submitted within 90 days after the end of the claim month. Downward adjustment revisions can be submitted past 90 days.

For more information about the time you have to submit a claim, see "Claims Overview" on page 11.

To make changes to a site claim that is part of an unsubmitted sponsor claim (an original or revision):

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

School Nutrition Programs

Programs Logoff

Applications   Claims   Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary   WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
July 2002	0	Approved	41,437.34	View Edit Delete
August 2002	0	Pending Submission	0.00	View Edit Delete
September 2002				Add
October 2002				Add
November 2002				Add
December 2002				Add
January 2003				Add
February 2003				Add
March 2003				Add
April 2003				Add
May 2003				Add
June 2003				Add
	YTD Total		41,437.34	

↑ Top of Form

Screen 64:   *An example of the Sponsor Summary -- Claims page showing the selected month (August) with the Pending Submission status.*

Step 2:   Review the sponsor claim status for the desired month.

> *For more information about the sponsor claim status, see "Edit or Revise a Claim" on page 54.*
>
> ■ *If the claim has the Pending Approval, Approved, or Paid status, you cannot edit the claim.*
> ■ *If the claim has the Approved or Paid status, you must submit a claim revision. For more information, see "Revise a Paid Claim" on page 64.*

Step 3:   Click the site expansion indicator (plus sign in a yellow folder) next to the desired claim month to display the list of sites (if necessary).

The *CNPweb* displays each site and its claim status for the selected month.

Screen 65:   *An example of the Sponsor Summary – Claims page expanded to show the site claim statuses for the selected claim month (August).*

Step 4:   Locate the site claim you need to change.

Step 5:   Click EDIT.

If the Edit option isn't available, you cannot edit the claim. For more information, see "Edit or Revise a Claim" on page 54.

The *CNPweb* displays the SITE CLAIM page for the selected site and month.

Screen 66:   *An example of the Site Claim page showing claim details for an approved original site claim that is part of an unapproved sponsor claim for the selected month (August).*

Step 6: Make all appropriate changes to the claim.

> *If you need help understanding the form or preparing your numbers, contact the IDE.*

Step 7: Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 8: If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

Indiana Department of Education
School and Community Nutrition Programs   School Nutrition Programs   Programs Logoff
Applications   Claims   Maintenance
Home > Application Menu > Sponsor Summary > Site Claim
                                    Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Post Confirmation

The **Site Claim** was posted to the datebase with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.

Click here to go to the Site Claim Listing or select another option from the menu above.

Screen 67: *An example of the Site Claim Post Confirmation page showing the error detection message.*

> *For more information, see "Correct Site Claim Input Errors" on page 33.*

Step 9: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.

Indiana Department of Education
School and Community Nutrition Programs   School Nutrition Programs   Programs Logoff
Applications   Claims   Maintenance
Home > Application Menu > Sponsor Summary > Site Claim
                                    Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Post Confirmation

The **Site Claim** was posted to the datebase with a status of **Approved**.

This form is now complete and approved by DOE.

Click here to go to the Site Claim Listing or select another option from the menu above.

Screen 68: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 10: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 69: An example of the Sponsor Summary – Claims page after editing one of the site claims for the desired program month (August).

Step 11: Repeat **Step 4** through **Step 10** for each site claim you need to change.

Step 12: Make all appropriate changes to your sponsor claim rollup for this month and submit the claim for approval and payment.

> *For more information, see "Edit an Unsubmitted Sponsor Claim" on page 60.*

Edit an Unsubmitted Sponsor Claim

Throughout the claim period, you can make changes to an unsubmitted (PENDING SUBMISSION status) School Nutrition Program sponsor claim.

■ You can change the unsubmitted **original** claim for up to 60 days after the end of the claim month. The original claim must be submitted within 60 days.

■ You can change an unsubmitted **revision** of the claim. Upward adjustment revisions must be submitted within 90 days after the end of the claim month. Downward adjustment revisions can be submitted past 90 days.

> *For more information about the time you have to submit a claim, see "Claims Overview" on page 11.*

To make changes to an unapproved sponsor claim (an original or revision):

Step 1:   Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 70:   *An example of the Sponsor Summary -- Claims page showing the selected month (August) with the Pending Submission status.*

Step 2:   Review the sponsor claim status for the desired month.

For more information about the sponsor claim status, see "Edit or Revise a Claim" on page 54.
- *If the claim has the Pending Approval, Approved, or Paid status, you cannot edit the claim.*
- *If the claim has the Approved or Paid status, you must submit a claim revision. For more information, see "Revise a Paid Claim" on page 64.*

Step 3:   Click EDIT.

If the Edit option isn't available, you cannot edit the claim. For more information, see "Edit or Revise a Claim" on page 54.

The *CNPweb* displays the SPONSOR CLAIM ROLLUP page for the selected month.

Screen 71: *An example of the Sponsor Claim Rollup page showing claim details for the selected month (August).*

Step 4: Change the average cost per half pint amount (if appropriate).

> *This is the only field you can change on this form.*

Step 5: If you have completed all other claim work and want to submit this month's claim to the IDE for payment, click CLAIM IS READY FOR PAYMENT.

> *The CNPweb does not submit any sponsor claims until you check this box, even if the claims do not have input errors.*
>
> *You can use your browser Print button to print a copy of this page.*

Step 6: Click SUBMIT.

> *If you submitted a half pint cost that exceeds the maximum allowed cost, you receive an error. Adjust the cost and resubmit the form.*
>
> *You cannot submit this form until you enter a cost that is within the expected range.*

The *CNPweb* displays the SPONSOR CLAIM SUMMARY page.

Screen 72:   An example of the Sponsor Claim Summary page showing all current claim details.

You can use your browser Print button to print a copy of this page.

Step 7:   Scroll to the bottom of the page.

Step 8:   Click SPONSOR SUMMARY option.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page updated with the rollup information.

Screen 73:   An example of the Sponsor Summary – Claims page after updating the August sponsor claim.

If you checked to submit this claim for payment, the CNPweb assigns the Pending Approval status.

If you did not check to submit this claim for payment, the CNPweb assigns the Pending Submission status. You can complete the remaining work on this claim and submit it to the IDE for payment at a later time. For more information, see "Submit the Sponsor Claim Rollup" on page 40.

Revise a Paid Claim

Each sponsor should every effort to submit correct and accurate School Nutrition Program reimbursement claims. When necessary, your organization can make changes to a claim after the IDE has paid your claim. However, you cannot change the paid claim–you must submit a claim revision. The *CNPweb* keep track of the claim history for a month using revision numbers. Your original claim has the revision number 0 (zero) and the *CNPweb* assigns a number to each claim revision, starting with 1 (one).

After you create a claim revision, you can edit the revision until you submit it to the IDE for approval. For more information, see "Edit an Unsubmitted Claim" on page 55.

The process for submitting a claim revision is similar to the process for submitting a new claim. However, the claim revision includes all of the information you already submitted so you can easily change the appropriate numbers.

Generally, when you change the details in one or more site claims, the reimbursement amount also changes. The *CNPweb* keeps track of the change to the reimbursement amount created by your claim revision.

■ **If your revision results in an upward adjustment** (your organization is entitled to more money than the previous claim version), the *CNPweb* calculates the adjustment amount, and adjusts the claim reimbursement amount accordingly. When the IDE approves the claim revision, they authorize payment of the additional funds.

■ **If your revision results in a downward adjustment** (your organization is entitled to less money than the previous claim version), the *CNPweb* calculates the overpayment amount as the claim revision amount, and adjusts the claim reimbursement amount accordingly. The next time that your organization submits a reimbursement claim to the IDE, the *CNPweb* subtracts the overpayment amount (the claim downward adjustment caused by the revision) from your new claim's amount.

Remember, you only have 90 days from the end of the claim month to submit a claim with an upward adjustment. A claim revision that creates a downward adjustment can be submitted after 90 days.

To make changes to a paid claim (an original or revision):

Step 1:   Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:

- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Claim Month	Revision	Status	Claim Amount	Action
July 2002	0	Paid	41,437.34	View Revise
August 2002	0	Paid	41,134.17	View Revise
September 2002	0	Paid	41,721.93	View Revise
October 2002	0	Pending Approval	41,407.36	View
November 2002				Add
December 2002				Add
January 2003				Add
February 2003				Add
March 2003				Add
April 2003				Add
May 2003				Add
June 2003				Add
YTD Total			165,700.80	

Screen 74:   *An example of the Sponsor Summary – Claims page showing the status of all program month claims.*

Step 2:   Located the claim month you need to revise.

Step 3:   Click REVISE.

The *CNPweb* creates a revision for the existing claim for the selected month and displays the revision SPONSOR CLAIM ROLLUP page.

Screen 75: An example of the revised Sponsor Claim Rollup page for the selected month (September).

Take a moment to notice the following features of this page.

■ *The revision has the Pending Submission status.*

■ *The revision number is 1, meaning this is the first revision to the original claim (revision=0).*

■ *The claim rollup numbers have not changed. They are based on the previous version until you make site claim changes to this version.*

Step 4:   Make all appropriate changes to this form.

The Average Cost Per Half Pint amount is the only field you can change on this form.

Step 5:   If you have made all of the necessary changes for this month's sponsor claim, skip to **Step 20**.

Step 6:   Click SUBMIT.

If you submitted a half pint cost that exceeds the maximum allowed cost, you receive an error. Adjust the cost and resubmit the form.

You cannot submit this form until you enter a cost that is within the expected range.

The *CNPweb* create a revision for the existing sponsor summary and displays the revision SPONSOR CLAIM SUMMARY page.

Screen 76: *An example of the revised Sponsor Claim Summary page for the selected month (September).*

Take a moment to notice the following features of this page.

- *The revision has the Pending Submission status.*
- *The revision number is 1, meaning this is the first revision to the original claim (revision =0).*
- *The claim summary numbers have not changed. They are based on the previous version until you make site claim changes to this version.*

Step 7: Scroll to the bottom of the page.

Step 8: Click to display the SPONSOR SUMMARY page.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page showing the claim revision for the selected month (September).

Screen 77:   *An example of the revised Sponsor Summary -- Claims page for the selected month (September).*

Take a moment to notice the following features of this page.

- *The revision number for the September claim is 1, meaning this is the first revision.*
- *The revision expansion indicator appears next to September so you can view the revision history for this month.*
- *The CNPweb displays the Pending Submission status for this revision to the September claim.*
- *The Claim Amount for this revision still displays the previous revision amount.*

Step 9:   Click the site expansion indicator (plus sign in the yellow folder).

The *CNPweb* displays the list of site claims for the selected claim revision.

Screen 78: An example of the Sponsor Summary – Claims page expanded to show the site list for the selected month (September) revision.

Take a moment to notice the following features of this page.

- *The site list expands from the revised claim (revision=1).*
- *The individual site claims still have the original revision number (0). A revised site claim has not yet been submitted for any site.*
- *The Revise action next to each site claim allows you to revise each site claim for this month.*

Step 10: Locate a site claim that needs revision.

Step 11: Click REVISE.

The *CNPweb* displays the revised SITE CLAIM page for the selected month.

Screen 79:   An example of the revised Site Claim page for the selected month (September).

Take a moment to notice the following features of this page.

- *The claim has the Pending Submission status.*
- *The revision number is 1, meaning this is the first revision to the original claim (revision =0).*
- *The claim numbers have not changed. They are based on the previous version until you make changes to this version.*

Step 12:   Make all appropriate changes to this site claim.

Step 13:   Click SUBMIT.

The *CNPweb* checks your site claim for input errors.

Step 14:   If errors are found, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the error detection message.

Screen 80:   An example of the Site Claim Post Confirmation page showing the error detection message.

For more information, see "Correct Site Claim Input Errors" on page 33.

Step 15: If your site claim doesn't contain any input errors, the *CNPweb* displays the SITE CLAIM POST CONFIRMATION page with the approved message.

Screen 81: *An example of the Site Claim Post Confirmation page when the claim contains no input errors.*

Step 16: At the SITE CLAIM POST CONFIRMATION page, click to display the listing.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 82: *An example of the Sponsor Summary – Claims page showing one revised and one unrevised site claim submitted as part of the sponsor claim revision for September.*

> *Take a moment to notice the following features of this page.*
>
> ■ *The revised sponsor claim for September has the Pending Submission status.*
> ■ *The site claim for site # 38475 has been revised and has the revision number 1 (one). It has the Approved status. You can edit this site claim if necessary until you submit the revised claim for payment.*
> ■ *The site claim for site #39485 has not been revised. It still has the revision number 0 (zero) and the Paid status. You can still revise this claim if necessary.*
> ■ *Because the revised September sponsor claim has the Pending Submission status, you can edit or delete it.*

Step 17: Repeat **Step 10** through **Step 16** for each remaining site claim that needs revision.

Step 18: Locate the revised SPONSOR CLAIM ROLLUP page.

Step 19: Click EDIT.

The *CNPweb* displays the revised SPONSOR CLAIM ROLLUP page.

> *The CNPweb uses yellow highlighting to mark changed fields.*

Screen 83: *An example of the revised Sponsor Claim Rollup page showing yellow highlighting on the changes in this revision for the selected revision month (September).*
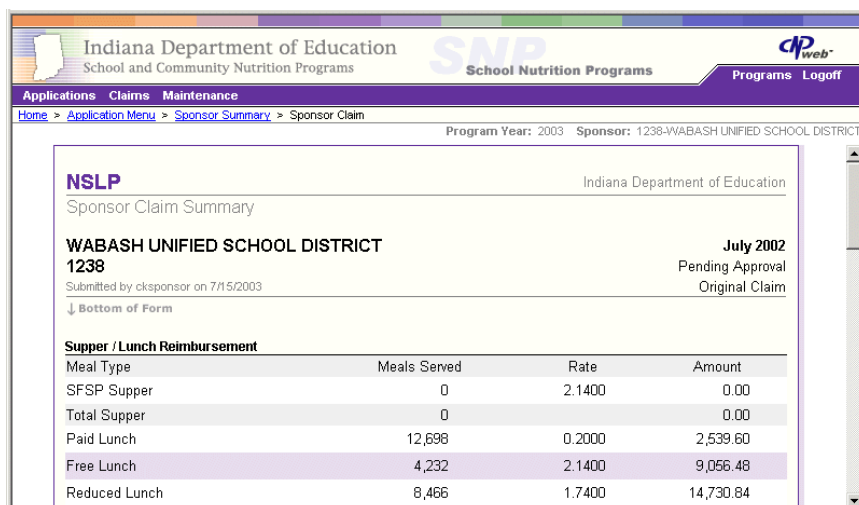
Step 20: Check CLAIM IS READY FOR PAYMENT box.

> *The CNPweb does not submit a sponsor claim until this box Is checked, even if the claim does not have input errors.*

Step 21: Click SUBMIT.

The *CNPweb* submits your revised claim to the IDE for approval and payment, and displays the SPONSOR CLAIM SUMMARY page.

Indiana Department of Education
School and Community Nutrition Programs   School Nutrition Programs   Programs Logoff

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

NSLP   Indiana Department of Education

Sponsor Claim Summary

WABASH UNIFIED SCHOOL DISTRICT   July 2002
1238   Pending Approval
Submitted by cksponsor on 7/15/2003   Original Claim
↓ Bottom of Form

Supper / Lunch Reimbursement

Meal Type	Meals Served	Rate	Amount
SFSP Supper	0	2.1400	0.00
Total Supper	0		0.00
Paid Lunch	12,698	0.2000	2,539.60
Free Lunch	4,232	2.1400	9,056.48
Reduced Lunch	8,466	1.7400	14,730.84

Screen 84: *An example of the Sponsor Claim Summary page.*

Step 22: Review the claim details.

The CNPweb indicates the upward or downward adjustment amount as the Net Claim Reimbursement Amount at the bottom of the page.

Step 23: Click SPONSOR SUMMARY.

The *CNPweb* displays SPONSOR SUMMARY – CLAIMS page showing the revised claim with the PENDING APPROVAL status.

Screen 85:   An example of the Sponsor Summary – Claim page showing the revised claim with the Pending Approval statue.

Take a moment to notice the following features of this page.

- *The revised sponsor claim for September has the Pending Approval status. You can only view the sponsor and site claims for this month.*
- *The site claim for site # 38475 has been revised and has the revision number 1 (one). It has the Approved status.*
- *The site claim for site #39485 has not been revised. It still has the revision number 0 (zero) and the Paid status.*
- *The Claim Amount for this revision has been updated to reflect the upward or downward adjustment from the submitted revision.*

6   View a Sponsor Claim

Overview

The *CNPweb* tracks all of the School Nutrition Program claims submitted by your organization throughout the program year. The *CNPweb* organizes the claims by month, and allows you to review each month's claim in detail. In addition, the *CNPweb* keeps track of revisions you make to monthly claims. When you view a monthly claim, you can review the original version of the claim, and any revision to that claim.

■ **Original claim.** The first version of the monthly claim that your organization submits to the IDE. The original claim has the revision number 0 (zero).

■ **Revision claim.** Any changes your organization makes to an approved claim appear as claim revisions. The *CNPweb* assigns a number to each claim revision.

> *Only claims submitted through the CNPweb are available online, including claims entered by online forms and through an upload file. Claims you submitted on forms before you began using the CNPweb are not available through the CNPweb for review.*

Throughout the program year, the *CNPweb* keeps track of the revision history. However, it makes the most current version of your claim easily available, whether that is the original claim or a revision.

■ If you submit only an original claim for a claim month, the original claim (revision=0) is the most current version.

■ If you submit one or more claim revisions for a claim month, the claim with the latest creation date is the most current version.

> *The most current version of a specific month's claim may not yet be approved or paid. If your organization is in the process of preparing a claim revision, the unsubmitted claim revision is the most current version of your claim at this time.*
>
> *Be careful to check the status of your most current claim version to see if it has been approved and paid.*

The CNPweb allows you to print a copy of any claim form while you are viewing it using the PRINT command in your browser.

View the Current Claim Version

The SPONSOR SUMMARY – CLAIMS page provides access to the entire history of claim revisions for each month of the School Nutrition Program program year. The *CNPweb* displays information about the most recent version of the claim on the claim month line.

■ When a month only has one version of its claim, the original claim (revision=0) is the current version of the claim. The *CNPweb* displays information about the original claim on the claim month line.

■ However, when you revise a claim for a program month, the *CNPweb* displays the most current version of the claim on the claim month line, and adds the revision expansion indicator (plus sign) to the left of the month.

> *The revision expansion indicator appears on the far left of the claim month row for each month that has at least one revision. It is different from the site expansion indicator that appears inside a yellow folder.*
>
> *For more information, see "Sponsor Summary – Claims Page Contents" on page 18*

View the Current Sponsor Claim Rollup & Summary

To view the most current version of a month's School Nutrition Program reimbursement claim SPONSOR CLAIM ROLLUP and SPONSOR CLAIM SUMMARY pages:

Step 1: Display the SPONSOR SUMMARY – CLAIM page.

> *For more information, see:*
> ■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
> ■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 86: *An example of the Sponsor Summary – Claims page showing the status of all program month claims so far in this program year.*

Step 2: Located the claim month you want to review.

Step 3: Click VIEW.

The *CNPweb* displays the revision SPONSOR CLAIM ROLLUP page for the selected claim month.

Screen 87: *An example of the revised Sponsor Claim Rollup page for the selected month (July).*

Step 4: Review the sponsor claim details.

If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.

You can use your browser Print button to print a copy of this page.

Step 5: When you are ready to view the sponsor claim summary, click VIEW SUMMARY.

The *CNPweb* displays the revision SPONSOR CLAIM SUMMARY page for the selected claim month.

Screen 88: *An example of the revised Sponsor Claim Summary page for the selected month (July).*

You can use your browser Print button to print a copy of this page.

Step 6: Click SPONSOR SUMMARY option.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 89: *An example of the Sponsor Summary – Claims page.*

View a Current Site Claim

To view the most current version of a month's School Nutrition Program site claim:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:

■ *"Access the Sponsor Summary – Claims Page" on page 2, or*

■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Claim Month	Revision	Status	Claim Amount	Action
July 2002	0	Paid	41,437.34	View Revise
August 2002	0	Paid	41,134.17	View Revise
September 2002	1	Paid	41,731.93	View Revise
October 2002	0	Approved	41,407.36	View Edit Delete
November 2002				Add
December 2002				Add
January 2003				Add
February 2003				Add
March 2003				Add
April 2003				Add
May 2003				Add
June 2003				Add
YTD Total			165,710.80	

Screen 90: *An example of the Sponsor Summary – Claims page showing the status of all program month claims so far in this program year.*

Step 2: Located the claim month you want to review.

Step 3: Click the site expansion indicator (plus sign in the yellow folder) next to the desired month.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page expanded to list the site claims for the selected month.

Screen 91:   An example of the Sponsor Summary – Claims page showing the status of all site claims for the selected program month (July).

Step 4:   Locate the site claim you want to review.

Step 5:   Click VIEW.

The *CNPweb* displays the SITE CLAIM page for the selected claim month.

Screen 92:   An example of the Site Claim page for the selected month (July).

Step 6: Review the site claim details.

If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.

Even though it looks like you can change the site claim numbers, the CNPweb doesn't allow you to save any changes when you open the claim using the View command.

If you need to change this claim, see "Edit or Revise a Claim" on page 54.

You can use your browser Print button to print a copy of this page.

Step 7: When you are done, click CANCEL.

The *CNPweb* displays the revision SPONSOR SUMMARY – CLAIMS page.

Screen 93:   *An example of the Sponsor Summary – Claims page showing the status of all site claims for the selected program month (July).*

Step 8: Repeat **Step 4** through **Step 7** for each additional site claim from this month that you want to review.

View a Previous Claim Version

The SPONSOR SUMMARY – CLAIMS page provides access to the entire history of claim revisions for each month of the School Nutrition Program program year. The *CNPweb* displays information about the most recent version of the claim on the claim month line.

■ When a month only has one version of its claim, the original claim (revision=0) is the current version of the claim. The *CNPweb* displays information about the original claim on the claim month line.

■ However, when you revise a claim for a program month, the *CNPweb* displays the most current version of the claim on the claim month line, and adds the revision expansion indicator (plus sign) to the left of the month.

You must use the revision expansion indicator to view earlier versions of the claim for the selected month.

> *The revision expansion indicator appears on the far left of the claim month row for each month that has at least one revision. It is different from the site expansion indicator that appears inside a yellow folder.*
>
> *For more information, see "Sponsor Summary – Claims Page Contents" on page 18.*

View a Previous Sponsor Claim Rollup & Summary

To view a previous version of a month's School Nutrition Program reimbursement claim SPONSOR CLAIM ROLLUP and SPONSOR CLAIM SUMMARY pages:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

> *For more information, see:*
> ■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
> ■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 94:   An example of the Sponsor Summary – Claims page showing the
status of all program month claims so far in this program year.

Step 2:   Located the month with a previous claim version that
you want to review.

Step 3:   Click the revision expansion indicator (plus sign) for the
desired month.

The *CNPweb* displays the SPONSOR SUMMARY –
CLAIMS page expanded to show the version history for
the selected month.

Screen 95:   An example of the Sponsor Summary – Claims page showing the
revision history for the selected month (September).

Step 4: Locate an earlier version of the claim for the selected month that you want to review.

Step 5: Click VIEW.

The *CNPweb* displays the SPONSOR CLAIM ROLLUP page for the selected earlier version in the selected claim month.

Screen 96: *An example of the earlier version of the Sponsor Claim Rollup page for the selected month (September).*

Step 6: Review the sponsor claim details.

If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.

You can use your browser Print button to print a copy of this page.

Step 7: When you are ready to view the sponsor claim summary, click VIEW SUMMARY.

The *CNPweb* displays the revision SPONSOR CLAIM SUMMARY page for the selected claim month.

Screen 97:   An example of the previous version of the Sponsor Claim Summary page for the selected month (September).

Step 8:   Click the SPONSOR SUMMARY option.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 98:   An example of the Sponsor Summary – Claims page showing the revision history for the selected month (September).

View a Previous Site Claim   To view a previous version of a month's School Nutrition Program reimbursement claim SITE CLAIM ROLLUP page:

Step 1:   Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY –
CLAIMS page.

Screen 99:   *An example of the Sponsor Summary – Claims page showing the
status of all program month claims so far in this program year.*

Step 2:   Located the month with a previous claim version that
you want to review.

Step 3:   Click the revision expansion indicator (plus sign) for the
desired month.

The *CNPweb* displays the SPONSOR SUMMARY –
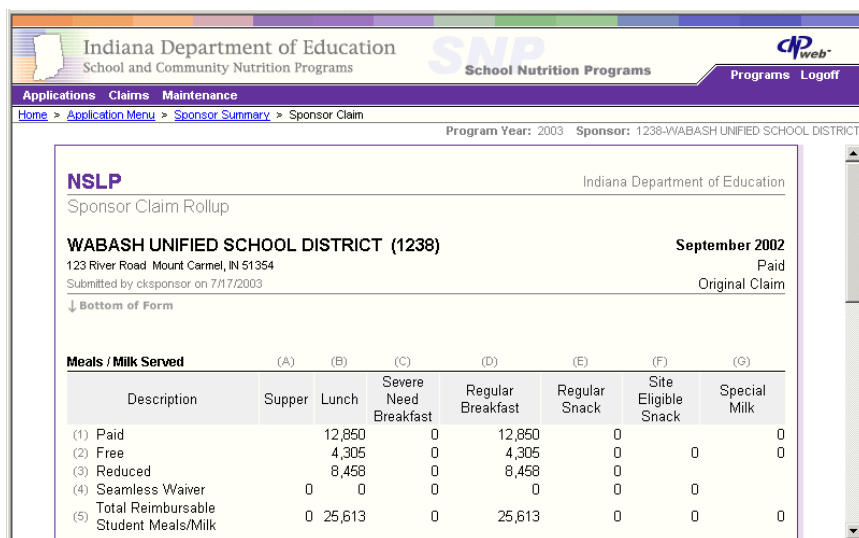CLAIMS page expanded to show the version history for
the selected month.

Screen 100: An example of the Sponsor Summary – Claims page showing the revision history for the selected month (September).

Step 4:   Locate an earlier version of the claim for the selected month that you want to review.

Step 5:   Click the site expansion indicator (plus sign in the yellow folder) next to the desired month.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page expanded to list the site claims for the selected previous version and month.

Screen 101: An example of the Sponsor Summary – Claims page showing the individual site claims for the original claim (revision=0) for the selected program month (September).

Step 6:   Locate the site claim you want to review.

Step 7:   Click VIEW.

The *CNPweb* displays the SPONSOR CLAIM ROLLUP page for the selected earlier version in the selected claim month.

Screen 102:   An example of the earlier version of the Site Claim page for the selected month (September).

Step 8:   Review the site claim details.

> *If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.*
>
> *You can use your browser Print button to print a copy of this page.*

Step 9:   Click CANCEL.

The *CNPweb* displays the revision SPONSOR CLAIM SUMMARY page for the selected claim month.

Screen 103:   An example of the previous version of the Sponsor Claim Summary page for the selected month (September).

Step 10:   Click SPONSOR SUMMARY option.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page expanded to list the site claims for the selected previous version and month.

Screen 104:   An example of the Sponsor Summary – Claims page showing the individual site claims for the original claim (revision=0) for the selected program month (September).

View a Previous Year's Claims

The *CNPweb* provides access to every claim you have submitted online. This means that after you have used the *CNPweb* for a full year, you can review these claims in later years.

The procedure for viewing claims in a previous program year is similar to the procedure for viewing claims in the current program year. The only difference is that you must change the program year before displaying the claim history. This is done using the PROGRAM YEAR option available in the header of each *CNPweb* page.

For more information, see "Page Content Overview" on page 5.

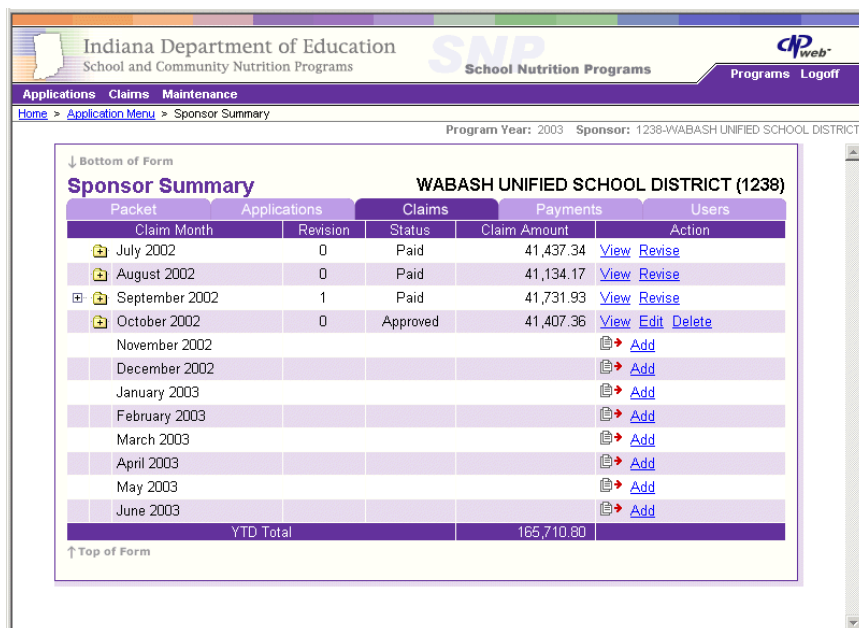To view a claim submitted during a previous program year:

Step 1:   Display the SPONSOR SUMMARY – CLAIMS page.

For more information, see:
- *"Access the Sponsor Summary – Claims Page" on page 2, or*
- *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Screen 105:   An example of the Sponsor Summary – Claims page showing the status of all program month claims so far in this program year.

Step 2:   Located the PROGRAM YEAR in the page header.

Step 3:   Click PROGRAM YEAR.

The *CNPweb* displays the PROGRAM YEAR SELECTION page.

Screen 106:   An example of the Program Year Selection page showing two program years.

 The program year options include the current year, the upcoming year, and all previous program years. The list changes every year.

Step 4:   Locate the previous program year that you want to review.

Step 5:   Click the desired PROGRAM YEAR.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page for the selected year.

 The Program Year in the header tells you the active program year.

After you have reviewed claims in this program year, you must return to the current program year.

Step 6: Click CLAIMS tab.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page for the selected program year.

Step 7: Locate the claim month that you want to review.

Step 8: If the desired claim month has more than one claim version, click the revision expansion indicator.

> *For more information about the revision expansion indicator, see "Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the revision history for the selected claim month.

Step 9: Locate the claim version you want to view for the selected month.

Step 10: Click the site expansion indicator for the desired claim version and month.

> *For more information about the site expansion indicator, see "Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the individual site claims for the selected claim month and version.

Step 11: View the site claim details.

> *For more information, see:*
> - *"View a Current Site Claim" on page 79, or*
> - *"View a Previous Site Claim" on page 85.*
>
> *If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.*

Step 12: View the sponsor claim details.

> *For more information, see:*
> - *"View the Current Sponsor Claim Rollup & Summary" on page 76, or*
> - *"View a Previous Sponsor Claim Rollup & Summary" on page 82.*
>
> *If you view a claim revision, the CNPweb uses yellow highlighting to mark changed fields.*

Step 13: Repeat **Step 7** through **Step 12** for any additional claims you want to review in the selected program year.

	While you are looking at the information for this program year, you can also review the following: ■ *Payments – see "Review Payments" on page 98.* ■ *Sponsor & Site Information Sheets – see the School Nutrition Program Enrollment & Renewal Packets Training Manual*

Step 14: Click PROGRAM YEAR.

The *CNPweb* displays the PROGRAM YEAR SELECTION page.

Step 15: Select the current program year.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page for the selected year.

7 Delete an Unsubmitted Claim

Occasionally, your organization may need to delete an unsubmitted School Nutrition Program site or sponsor claim. The *CNPweb* allows you to delete one or more site claims (original claims or revised claims) for a month. You can also delete the entire sponsor claim (original claim or revised claim) for a month. However, you must delete the claim before you submit it to the IDE for approval.

Deleting a claim removes information from the *CNPweb*. For this reason, the *CNPweb* requires you to meet the following deletion rules:

■ **Sponsor claim status**. You can only delete a site or sponsor claim when the sponsor claim for the month has the PENDING SUBMISSION or ERRORS status.

■ **No dependent site claims**. You can only delete the sponsor claim after you delete all site claims for the month.

> *You can only delete claims while the sponsor claim has the Pending Submission or Errors status. For more information, see "Claim Statuses" on page 14.*

Delete an Unsubmitted Site Claim

To delete an unsubmitted School Nutrition Program site claim for a program month:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

> *For more information, see:*
> ■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
> ■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Step 2: Located the month that contains the site claim you want to delete.

Step 3: Click the site expansion indicator (plus sign in the yellow folder) for the month (if necessary).

> *For more information, see "Sponsor Summary – Claims Page Contents" on page 18.*

The *CNPweb* displays the SPONSOR SUMMARY –
CLAIMS page expanded to show the individual sites.

Screen 107:   An example of the Sponsor Summary – Claims page showing the site
claims created for November.

Step 4:   Locate a site claim that you want to delete.

Step 5:   Click DELETE.

The *CNPweb* displays the SITE CLAIM page.

Step 6:   Scroll to the bottom of the page.

The *CNPweb* displays the bottom of the SITE CLAIM
page.

Screen 108:   An example of the Site Claim page showing the Delete button.

Step 7: Click DELETE.

The *CNPweb* deletes the selected site claim and displays the SITE CLAIM DELETE CONFIRMATION page.
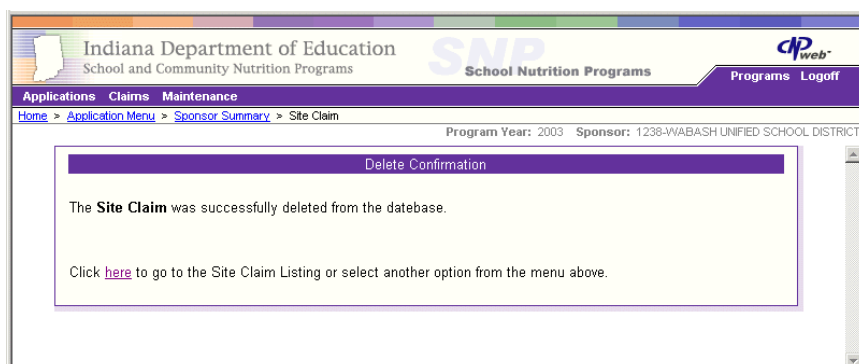
Screen 109: An example of the Site Claim Delete Confirmation page.

Step 8: Click to return to the SPONSOR SUMMARY page.

The *CNPweb* deletes the selected site claim and displays the SPONSOR SUMMARY – CLAIMS page.
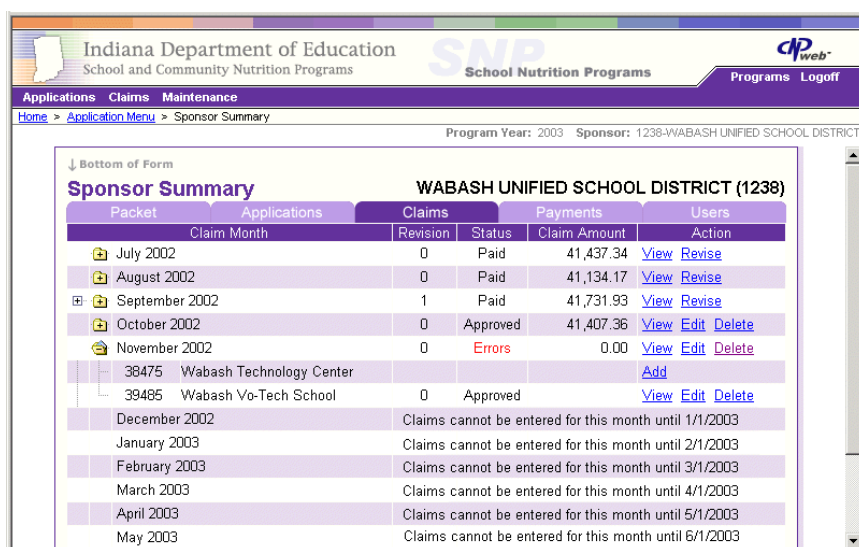
Screen 110: An example of the Sponsor Summary – Claims page showing the effect of deleting a site claim for the selected claim month (November).

Step 9: Repeat **Step 4** through **Step 8** for each site claim you want to delete in this month.

If you want to delete the entire claim version, you must delete all site claims.

Delete an Unsubmitted Sponsor Claim

To delete an unsubmitted School Nutrition Program sponsor reimbursement claim:

Step 1: Display the SPONSOR SUMMARY – CLAIMS page.

> *For more information, see:*
> ■ *"Access the Sponsor Summary – Claims Page" on page 2, or*
> ■ *"Display the Sponsor Summary – Claims Page" on page 16.*

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Step 2: Located the month for the sponsor claim rollup that you want to delete.

Step 3: Click the site expansion indicator (plus sign in the yellow folder) for the month (if necessary).

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page expanded to show the individual sites.

Screen 111: An example of the Sponsor Summary – Claims page showing the site claims for November have been deleted.

Step 4: Make sure that all site claims for the desired sponsor claim have already been deleted.

> *You cannot delete a sponsor claim rollup if there are any site claims attached to it. For more information, see "Delete an Unsubmitted Site Claim" on page 93.*

Step 5: Click DELETE.

The *CNPweb* displays the SPONSOR CLAIM ROLLUP page.

Step 6: Scroll to the bottom of the page.

The *CNPweb* displays the bottom of the SITE CLAIM page.

Step 7: Click DELETE.

The *CNPweb* deletes the selected site claim and displays the SITE CLAIM DELETE CONFIRMATION page.
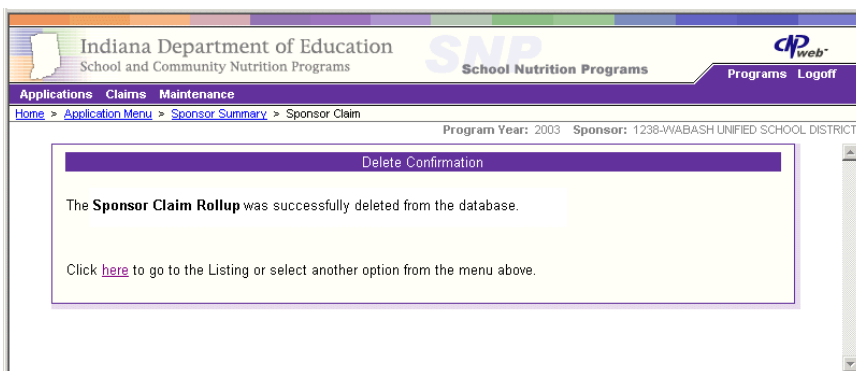
Screen 112: *An example of the Site Claim Delete Confirmation page.*

Step 8: Click to return to the SPONSOR SUMMARY page.

The *CNPweb* deletes the selected sponsor claim rollup and displays the SPONSOR SUMMARY – CLAIMS page.
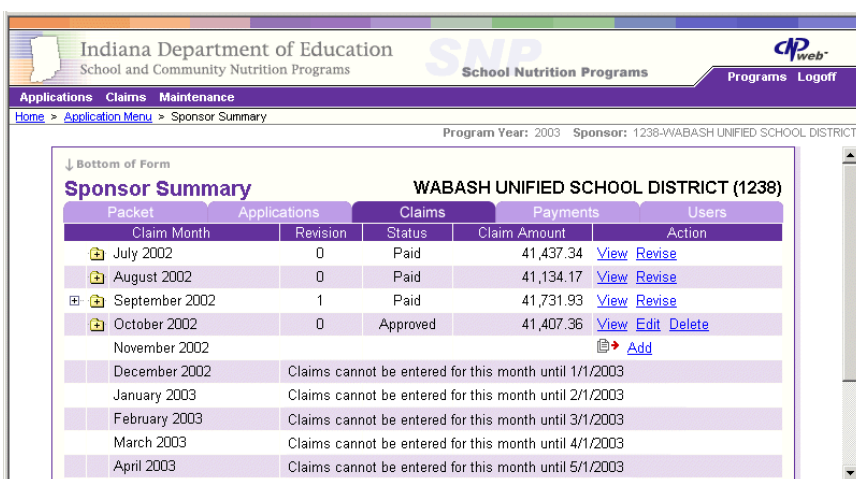
Screen 113: *An example of the Sponsor Summary – Claims page showing the effect of deleting a site claim for the selected claim month (November).*

8 Review Payments

Payments Overview

As part of the claims process, the IDE authorizes payments to your organization based on your School Nutrition Program reimbursement claims for each program month. Throughout the program year, you can review the payments made to your organization.

Review Payment History

To review the payments made to your organization:

Step 1: Display the SPONSOR SUMMARY page.
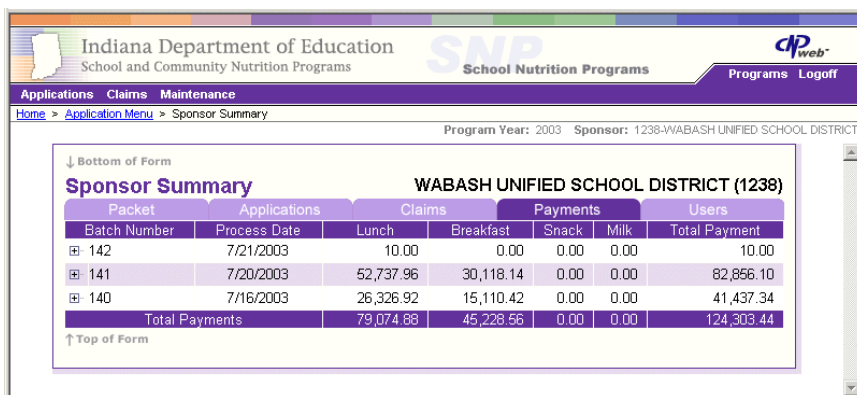
> *For more information, see:*
> - *"Access the Sponsor Summary – Claims Page" on page 2, or*
> - *"Display the Sponsor Summary – Claims Page" on page 16.*
>
> *It doesn't matter which Sponsor Summary tab displays.*

The *CNPweb* displays the SPONSOR SUMMARY page.

Step 2: Click PAYMENTS.

The *CNPweb* displays the SPONSOR SUMMARY – PAYMENTS page.

	Indiana Department of Education					
	School and Community Nutrition Programs			School Nutrition Programs	Programs	Logoff

Applications   Claims   Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003   Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary   WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims		Payments		Users
Batch Number	Process Date	Lunch	Breakfast	Snack	Milk	Total Payment
⊞ 142	7/21/2003	10.00	0.00	0.00	0.00	10.00
⊞ 141	7/20/2003	52,737.96	30,118.14	0.00	0.00	82,856.10
⊞ 140	7/16/2003	26,326.92	15,110.42	0.00	0.00	41,437.34
	Total Payments	79,074.88	45,228.56	0.00	0.00	124,303.44

↑ Top of Form

Screen 114: The Sponsor Summary – Payments page showing three batch payments.

Step 3: Review the list of batch payments to your organization, and the total paid so far this year.

Step 4: Select one of the batch payments to review in detail.

Step 5: Click the payment expansion indicator (plus sign) next to the batch number.

The *CNPweb* displays the SPONSOR SUMMARY – PAYMENTS page expanded to show the details for the selected batch payment.

Screen 115: *The Sponsor Summary – Payments page showing three batch payments with one expanded to show the payment details.*

Step 6: Review the list of claims paid in the selected batch.

Step 7: Repeat **Step 4** through **Step 6** for each batch payment you want to review in detail.

9   Annual Financial Report

Annual Financial Report Overview

At the end of each program year, each sponsor must submit an annual financial report that summarizes its financial participation in the School Nutrition Program. This report requires your organization to provide total amounts for income and expenses, and requires you to provide account and depreciation information. The *CNPweb* submits your annual financial report to the IDE for review and approval once you have certified it.

You can make changes to your annual financial report as necessary. The IDE reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of annual financial report.

Because this report contains a summary of the program year, you cannot submit it until the end of the program year. The *CNPweb* determines the last program participation month for your entire organization based on your site information sheets (applications). You cannot certify and submit this report until you have created your last monthly reimbursement claim for the program year.

> *You can begin filling out your annual financial report before your last claim month of the year. However, you cannot certify the report until after the close of your last claim month.*

Severe Needs Breakfast Eligibility

The numbers submitted in your annual financial report determine your organization's eligibility for the School Nutrition Program Severe Needs Breakfast program.

Your organization submits your annual financial report after the close of your last claim month in the program year, and for many sponsors, your last claim month is the last program month. This means that your organization may submit your annual financial report after the close of the program year.

Generally, your organization submits your renewal packet (sponsor and site information sheets) for the upcoming year before the close of the current program year. This means that your organization submits your renewal packet, with your planned Severe Needs Breakfast program participation, before you submit your annual financial report, which determines your program eligibility.

If your organization planned to participate in the Severe Needs Breakfast program, but your annual financial report determines that you are ineligible for the new program year, the *CNPweb* updates your site information sheets accordingly. You receive a *CNPweb* message if your program participation changes based on your annual financial report's eligibility calculation when the IDE approves your annual financial report.

For more information, see "Messages Page" on page 6.

Annual Financial Report Tasks

You can perform each of the following annual financial report tasks:

Task Description	Page
Submit a new annual financial report	104
Edit an unsubmitted annual financial report	114
Revise an approved annual financial report	116
Review your annual financial report (current program year)	120
Review your annual financial report (previous program year)	122
Delete an unsubmitted annual financial report	124

Annual Financial Report Statuses

From the time your organization starts filling out your annual financial report until the IDE approves it, the *CNPweb* uses statuses to identify the location of your report in the creation and approval process. You can see the status of your application on the ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

The following table explains each of the annual financial report statuses:

Status	Description
Errors	The *CNPweb* uses the Errors status when your report contains input errors. The errors must be corrected before you can submit your report to the IDE for review and approval.
	When all errors are correct, the CNPweb assigns the Pending Submission status.
Pending Submission	The *CNPweb* uses the Pending Submission status when you are ready to submit your annual financial report to the IDE for review and approval.
Pending Approval	The *CNPweb* uses the Pending Approval status for your annual financial report after you certify and submit it to the IDE for review and approval.
	Your organization cannot make any changes to the report while it has the Pending Approval status.
Approved	The *CNPweb* uses the Approved status for your annual financial report after the IDE reviews and approves it.
	If you need to make changes to an approved report, you must revise the report. The *CNPweb* keeps a history of the original report and every revision throughout the program year.

The following table identifies the actions you can take on an annual financial report based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Approved	■			■

Annual Financial Report Page Contents

The ANNUAL FINANCIAL REPORT page allows you to create and maintain your School Nutrition Program annual financial report. You use this form to add, view, edit, delete, and revise your report.

The annual financial report consists of five sections where your organization provides information. The following topics explain how to use the online form to enter information in each section.

> *It is beyond the scope of this training manual to explain how to determine what numbers go into this report. If you need assistance with this, contact the IDE.*

Income Section

The INCOME SECTION of the School Nutrition Program ANNUAL FINANCIAL REPORT requires you to provide income amounts from several sources, one row for each source. The TOTALS column (A) contains the total amount your organization received from this source. The numbers you provide for columns B through G must add up to the number you provide for column A in each row.

In addition, the numbers you provide for column A in rows 1 through 7 must add up to the number you provide for INCOME TOTALS (row 8, column A).
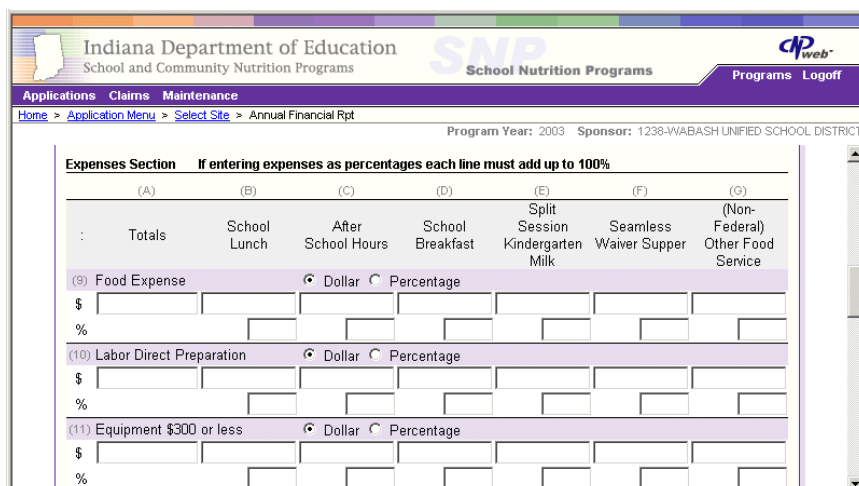
> *The CNPweb does not do these calculations for you. You must provide accurate totals for these fields.*

When you submit the report, the *CNPweb* verifies the totals in column A. If the column amounts don't add up to the total amount for each income source, the *CNPweb* assigns the ERRORS status to the report. You must correct these errors before you can submit the report to the IDE for review and approval.

Expenses & Depreciation Sections

The EXPENSES SECTION of the School Nutrition Program ANNUAL FINANCIAL REPORT requires you to provide a breakout of your expense amounts for several expense categories. The IDE needs to know the dollar amounts and the percentages for each expense category.

Screen 116: An example of the Expenses Section of the Annual Financial Report showing rows that accept dollar amounts or percentages.

The DEPRECIATION SECTION of the ANNUAL FINANCIAL REPORT requires you to provide a breakout of your total depreciation across each program. The IDE needs to know the dollar amounts and the percentages.

The *CNPweb* provides you with the ability to provide either the individual amounts or the individual percentages for each expense category and depreciation. If you provide the amounts, the *CNPweb* calculates the percentages. If you provide the percentages, the *CNPweb* calculates the amounts. Use the easiest method based on how your organization tracks your program year final expenses.

- **Provide dollar amounts.** For any expense category or depreciation where you want to submit dollar amounts, you must check the DOLLAR button above the row. Type the total amount for the expense category or depreciation in the TOTALS field (column A) and provide the breakout amounts in the remaining columns (the top row of boxes). The numbers you provide for columns B through G must add up to the number you provide for column A in each row.

- **Provide percentages.** For any expense category or depreciation where you want to submit percentages, you must check the PERCENTAGE button above the row. Type the total amount for the expense category or depreciation in the TOTALS field (column A) and provide the breakout percentages for the remaining columns (the bottom row of boxes). The numbers you provide for columns B through G must add up to 100% in each row.

When you submit the form, the *CNPweb* verifies:

- If you submitted dollar amounts for a row, the total in column A must be the sum of the amounts in columns B through G.

- If you submitted percentages for a row, the total of the percentages in columns B through G must add up to 100%.

When your report contains one or more input errors, the *CNPweb* assigns the ERRORS status to the report. You must correct these errors before you can submit the report to the IDE for review and approval.

Account Balance

The ACCOUNT BALANCE section of the School Nutrition Program ANNUAL FINANCIAL REPORT requires you to provide several account balance totals. The *CNPweb* checks the Beginning Balance amount against the Ending Balance amount your organization reported on the previous year's annual financial report. The *CNPweb* also uses the Ending Balance amount on this report to validate the Beginning Balance amount you report on the next program year's annual financial report.

If the amounts don't match, the *CNPweb* assigns the ERRORS status to the report. You must correct these errors before you can submit the report to the IDE for review and approval.

Certification

The CERTIFICATION section of the School Nutrition Program ANNUAL FINANCIAL REPORT requires you to certify the contents of the report. Do not check this box while you are creating your report and resolving input errors.

The *CNPweb* only submits your report to the IDE for approval when:

- Your report has the PENDING SUBMISSION status, and
- You check the CERTIFICATION box.

Submit an Annual Financial Report

To create your organization's School Nutrition Program annual financial report for the closing program year:

Step 1: Click APPLICATIONS.

This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.

The *CNPweb* displays the APPLICATION MENU.

Screen 117:   The Application Menu.

Step 2: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the ANNUAL FINANCIAL REPORT page.

Screen 118:   *An example of the Sponsor Summary – Checklist page showing a completed packet without errors.*

Step 3:   Complete the ANNUAL FINANCIAL REPORT.

If you need help understanding the form or preparing your numbers, contact the IDE.

If you need help understanding how to use the form, see "Annual Financial Report Page Contents" on page 102.

Step 4:   Click the certification box (if appropriate).

Step 5:   Click SUBMIT.

The *CNPweb* checks your financial report for input errors.

Step 6:   If errors are found, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the error detection message.

Screen 119:   *An example of the Annual Financial Report Post Confirmation page showing the error detection message.*

For more information, see "Correct Annual Financial Report Input Errors" on page 106.

Step 7: If no errors are found, and you did not certify the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending submission status message.

Screen 120: An example of the Annual Financial Report Post Confirmation page showing the pending submission status message

Step 8: If no errors are found, and you certified the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending approval status message.
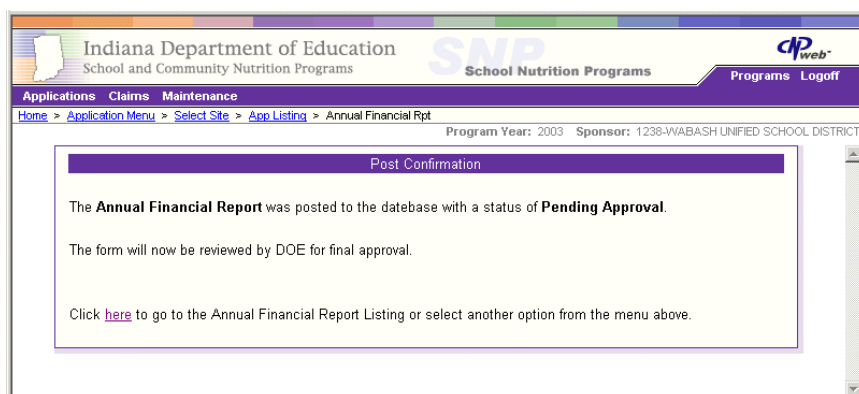
Screen 121: An example of the Annual Financial Report Post Confirmation page showing the pending approval status message.

Correct Annual Financial Report Input Errors

Each time you submit a School Nutrition Program annual financial report, the *CNPweb* reviews it for errors. If errors are found, the *CNPweb* notifies you. A report that contains errors cannot be submitted to the IDE for approval.

◼ If no additional errors are found, the *CNPweb* changes the report status to PENDING SUBMISSION.

◼ If additional input errors are found, the *CNPweb* notifies you that errors were found. You must correct all errors before you can submit your report to the IDE for review and approval.

> *Use the validation messages on the form to correct the input errors.*

Screen 122:   An example of the Annual Financial Report Post Confirmation page showing errors.

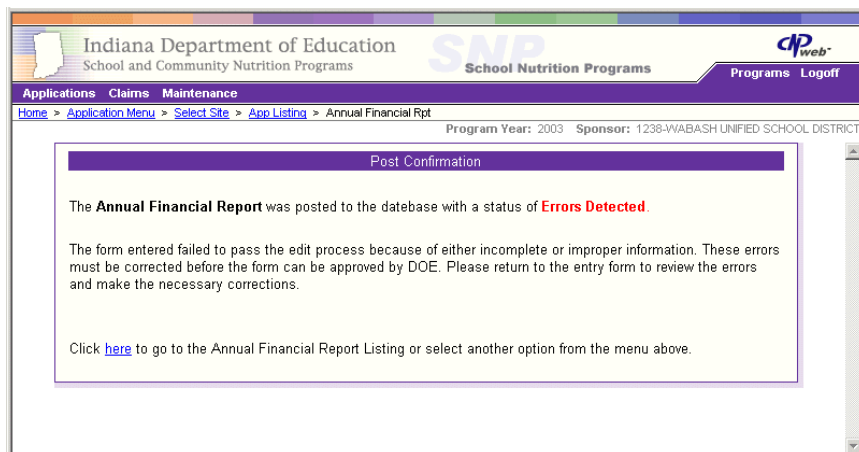If you receive the ERRORS DETECTED message, you can choose to correct the errors immediately, or you can return to the *CNPweb* at a later time.

Correct Errors Immediately

To open a report that contains input errors immediately after attempting to submit it:

Step 1: At the input error notification page, click to open the ANNUAL FINANCIAL REPORT LISTING page.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Screen 123:   An example of the Sponsor Annual Financial Report – Application Listing page showing a report with errors.

Step 2: Click EDIT.

The *CNPweb* displays the ANNUAL FINANCIAL REPORT page with error messages visible.

Screen 124: An example of the Annual Financial Report with input error message visible.

Step 3: Use the validation error messages to resolve all of the input errors on this claim form.

> *For more information about the CNPweb input errors and validation error messages, see "Input Errors" on page 23.*
>
> *Even though that topic explains input errors on claims, the information applies to your annual financial report.*

Step 4: Click the certification box (if appropriate).

Step 5: Click SUBMIT.

The *CNPweb* checks your report for input errors.

Step 6: If errors are found, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the error detection message.

> *You must continue to correct the input errors on this report. For more information, see "Correct Annual Financial Report Input Errors" on page 106.*

Screen 125: An example of the Annual Financial Report Post Confirmation page showing the error detection message.

Step 7: If no errors are found, and you didn't certify the report, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending submission message.
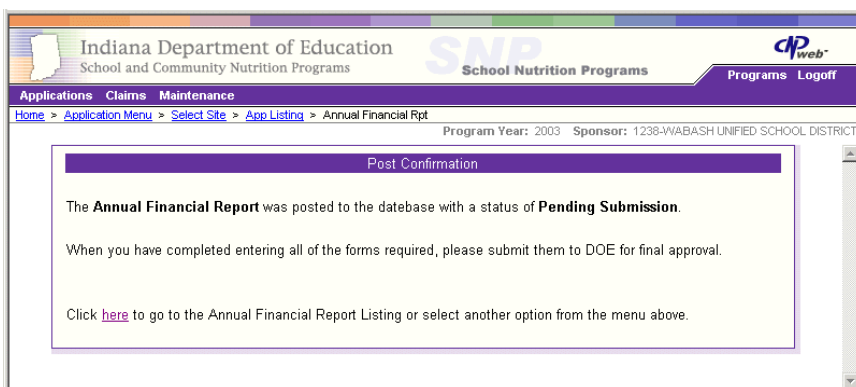
Screen 126: An example of the Annual Financial Report Post Confirmation page when the claim contains no input errors.

Step 8: If no errors are found, and you certified the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending approval status message.

Screen 127: An example of the Annual Financial Report Post Confirmation showing the pending approval status message.

Step 9: Click the Annual Financial Report Listing option.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.
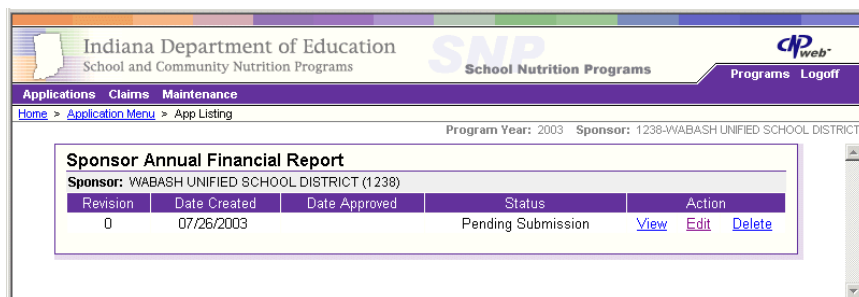
Screen 128: *An example of the Sponsor Annual Financial Report – Application Listing page showing one pending submission report (report not yet certified).*

Correct Errors Later

If you cannot resolve the input errors at the time you submit the annual financial report with errors, you can open the report at a later time.

To open an annual financial report that contains input errors at a later time:

Step 1: Click APPLICATIONS.

This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.

The *CNPweb* displays the APPLICATION MENU.

Screen 129: *The Application Menu.*

Step 2: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LIST page.

Screen 130:   An example of the Sponsor Annual Financial Report – Application Listing page showing a report with errors.

Step 3:   Locate the report version with errors.

Step 4:   Click EDIT.

The *CNPweb* displays the ANNUAL FINANCIAL REPORT page with error messages visible.

Screen 131:   An example of the Annual Financial Report page with input error messages visible.

Step 5:   Use the validation error messages to resolve all of the input errors on this claim form.

For more information about the CNPweb input errors and validation error messages, see "Input Errors" on page 23.

Even though that topic explains input errors on claims, the information applies to your annual financial report.

Step 6:   Click to certify the report (if appropriate).
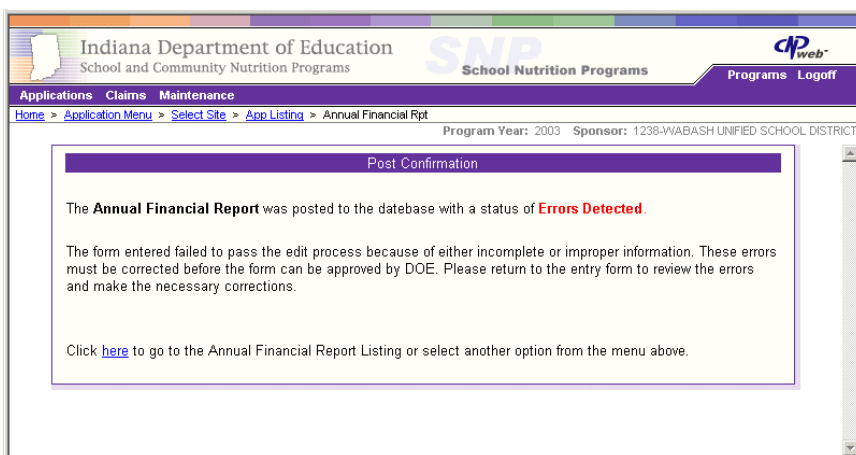
Step 7:   Click SUBMIT.

The *CNPweb* checks your report for input errors.

Step 8: If errors are found, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the error detection message.

You must continue to correct the input errors on this report. For more information, see "Correct Annual Financial Report Input Errors" on page 106.
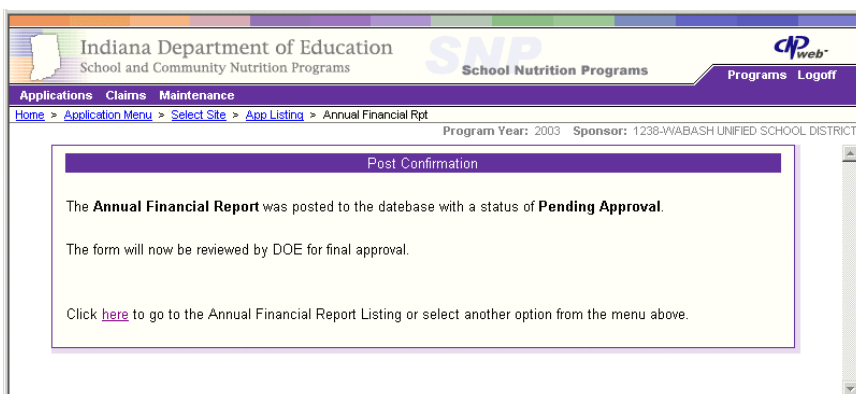

Screen 132: An example of the Annual Financial Report Post Confirmation page showing the error detection message.

Step 9: If no errors are found, and you didn't certify the report, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending submission message.

Screen 133: An example of the Annual Financial Report Post Confirmation page when the report contains no input errors (report not certified).

Step 10: If no errors are found, and you certified the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending approval status message.
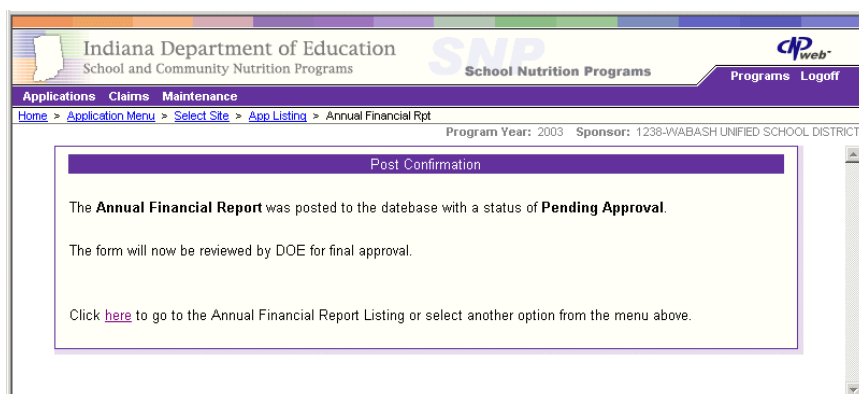
Screen 134: *An example of the Annual Financial Report Post Confirmation page showing the pending approval status message.*

Step 11: Click to display the Annual Financial Report Listing.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.
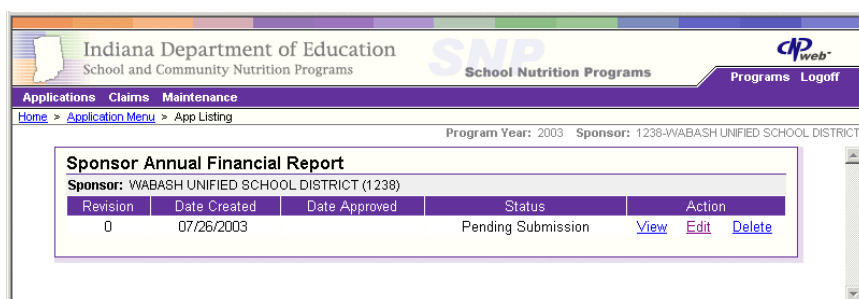
Screen 135: *An example of the Sponsor Annual Financial Report – Application Listing page showing one pending submission report (report not certified).*

Change the Annual Financial Report

You can make changes to your School Nutrition Program annual financial report as necessary. The status of the report determines which procedure you use.

- **Edit the existing sheet** – you can make changes to an existing report if it has not been submitted to the IDE for approval (ERRORS and PENDING SUBMISSION statuses).

- **Revise the existing sheet** – you must submit a revision to the existing report after it has been approved by the IDE (APPROVED status). The *CNPweb* keeps a copy of all approved versions of your report as part of the program year history.

> *You cannot make changes to an annual financial report with the Pending Approval status. For more information about report statuses and available commands, see "Annual Financial Report Statuses" on page 101.*

As you can see, the procedure for changing an annual financial report with any unsubmitted status is different from the procedure for changing a report with the APPROVED status.

Edit an Unsubmitted Annual Financial Report

You can edit a School Nutrition Program annual financial report that has not been approved by the IDE. An unapproved report has the ERRORS or PENDING SUBMISSION statuses.

To edit any part of an unapproved annual financial report:

Step 1: Click APPLICATIONS.

This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.

The *CNPweb* displays the APPLICATION MENU.

Screen 136: *The Application Menu.*

Step 2: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Screen 137: *An example of the Sponsor Annual Financial Report – Application Listing page showing a report pending submission.*

Step 3: Locate the current report version (if necessary).

Step 4: Click EDIT.

If the Edit command is not available, you cannot edit this report. For more information, see "Change the Annual Financial Report" on page 113.

The *CNPweb* displays the ANNUAL FINANCIAL REPORT page with error messages visible.

Screen 138:   An example of the Annual Financial Report page.

Step 5:   Make all appropriate changes to the report information.

For more information about filling out this online report, see "Annual Financial Report Page Contents" on page 102.

Step 6:   Click to certify the report (if appropriate).

Step 7:   Click SUBMIT.

The *CNPweb* checks your report for input errors.

Step 8:   If errors are found, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the error detection message.

Screen 139:   An example of the Annual Financial Report Post Confirmation page showing the error detection message.

*For more information, see "Correct Annual Financial Report Input Errors" on page 106.*

Step 9: If no errors are found, and you did not certify the report, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending submission message.

Screen 140: *An example of the Annual Financial Report Post Confirmation page showing the pending status message.*

Step 10: If no errors are found, and you certified the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending approval status message.
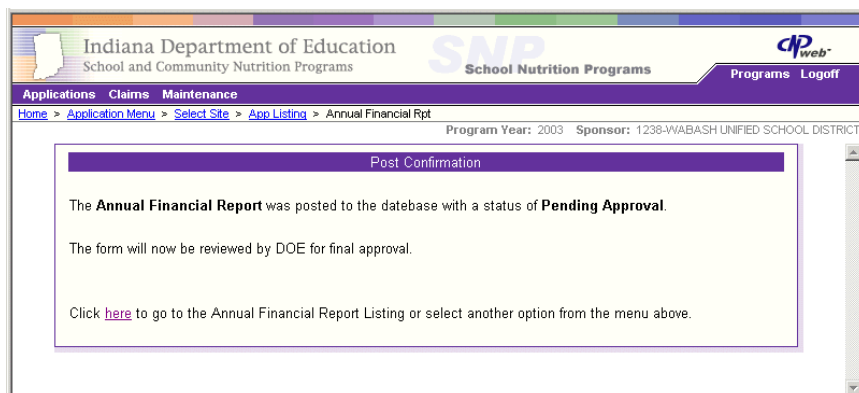
Screen 141: *An example of the Annual Financial Report Post Confirmation page showing the pending approval status message.*

Revise an Approved Annual Financial Report

You can revise an approved School Nutrition Program annual financial report. The *CNPweb* keeps track of all report revisions, and submits the revised version to the IDE for review and approval.

To revise an approved annual financial report:

Step 1: Click APPLICATIONS.

This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.

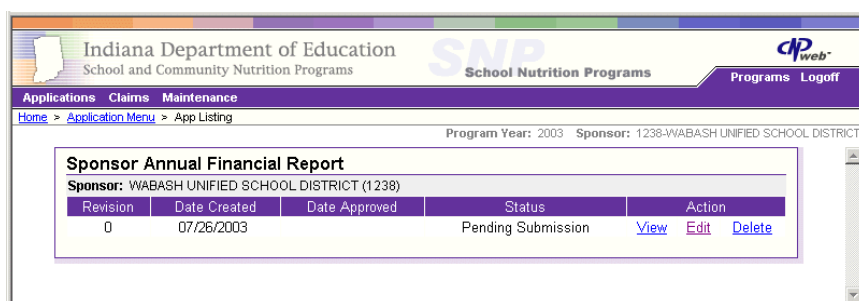The *CNPweb* displays the APPLICATION MENU.

Screen 142: The Application Menu.

Step 2: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Screen 143: An example of the Sponsor Annual Financial Report – Application Listing page showing an approved report.

Step 3: Click REVISE.

If the Revise command is not available, you cannot revise this report. For more information, see "Change the Annual Financial Report" on page 113.

The *CNPweb* creates a new version of this report and displays the ANNUAL FINANCIAL REPORT page.

Screen 144:   An example of the Annual Financial Report page for the first revision (revision=1).

Take a moment to notice the following features of this page.

- *The revision number has changed from 0 (original) to 1 (first revision).*
- *The numbers from the original report appear in this version. You can change them as appropriate.*

Step 4:   Make all appropriate changes to the report information.

For more information about filling out this online report, see "Annual Financial Report Page Contents" on page 102.

Step 5:   Click the certification box.

Step 6:   Click SUBMIT.

The *CNPweb* checks your report for input errors.

Step 7:   If errors are found, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the error detection message.
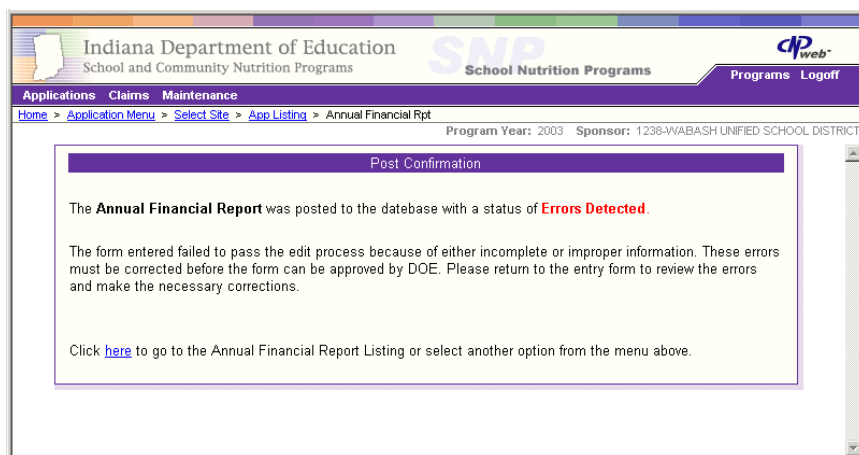
Screen 145: An example of the Annual Financial Report Post Confirmation page showing the error detection message.

For more information, see "Correct Annual Financial Report Input Errors" on page 106.

Step 8:   If no errors are found, and you did not certify the report, the *CNPweb* displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending submission message.
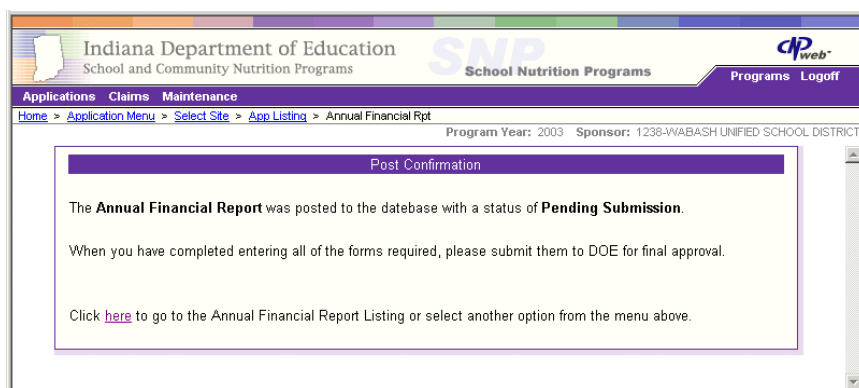
Screen 146: An example of the Annual Financial Report Post Confirmation page showing the pending status message

Step 9:   If no errors are found, and you certified the report, the *CNPweb* displays ANNUAL FINANCIAL REPORT POST CONFIRMATION page with the pending approval status message.
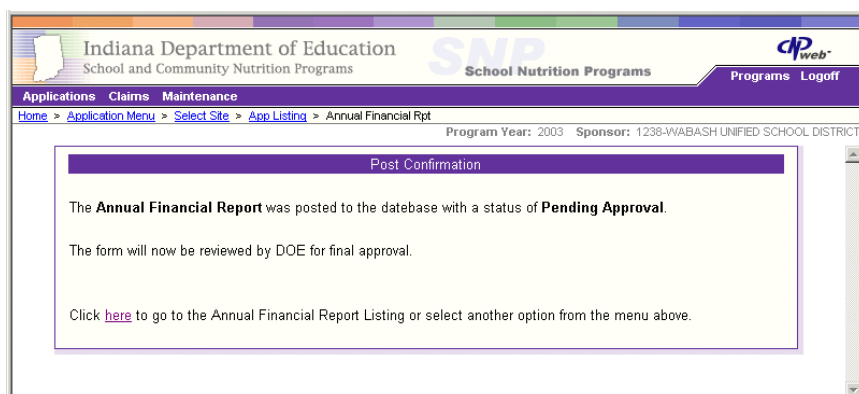
Screen 147: An example of the Annual Financial Report Post Confirmation page showing the pending approval status message.

Review the Annual Financial Report

At any time, you can review your organization's School Nutrition Program annual financial report. You can view the contents of the current report in any status, or you can view the contents of a previous report version.

Viewing a report only allows you to read the contents. If you want to change the contents, you must either edit an unsubmitted report, or revise an approved report.

For more information, see "Change the Annual Financial Report" on page 113.

View the Current Program Year Report

To review your organization's School Nutrition Program annual financial report:

Step 1: Click APPLICATIONS.

This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.

The *CNPweb* displays the APPLICATION MENU.
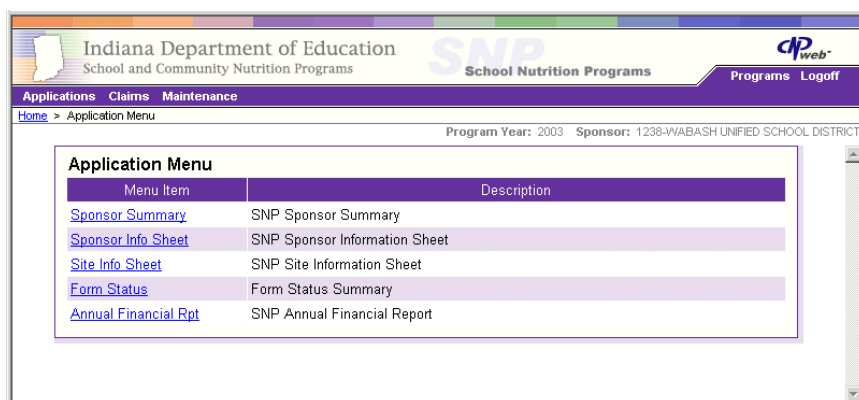
Screen 148: The Application Menu.

Step 2: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Screen 149: *An example of the Sponsor Annual Financial Report – Application Listing page showing two report versions.*

Step 3: Locate the version of the report you want to review (if necessary).

Step 4: Click VIEW.

The *CNPweb* displays the selected version of the ANNUAL FINANCIAL REPORT page.

Screen 150: *An example of the Sponsor Annual Financial Report page showing an unapproved original (revision=0) report.*

Step 5: View the report contents.

If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 6: Scroll to the bottom of the page.

Step 7: Click CANCEL.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Screen 151:   An example of the Sponsor Annual Financial Report – Application Listing page showing two report versions.

If other versions of your information sheet are available, you can review them at this time.

View a Previous Program Year Report

The *CNPweb* provides access to every report submitted by your organization online. This means that after you have used the *CNPweb* for a full year, you can review the reports in later years.

The procedure for viewing reports in a previous program year is similar to the procedure for viewing reports in the current program year. The only difference is that you must change the program year before displaying the report history. This is done using the PROGRAM YEAR option available in the header of each *CNPweb* page.

For more information, see "Page Content Overview" on page 5.

To view a report submitted during a previous program year:

Step 1:   Click PROGRAM YEAR.

The *CNPweb* displays the PROGRAM YEAR SELECTION page.

Screen 152:   An example of the Program Year Selection page showing two program years.

The program year options include the current year, the upcoming year, and all previous program years. The list changes every year.

Step 2: Locate the previous program year that you want to review.

Step 3: Click APPLICATIONS.

> *This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.*

The *CNPweb* displays the APPLICATION MENU.

Screen 153: The Application Menu.

Step 4: Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

> *The Program Year in the header tells you the active program year.*
>
> *After you have reviewed reports in this program year, you must return to the current program year.*
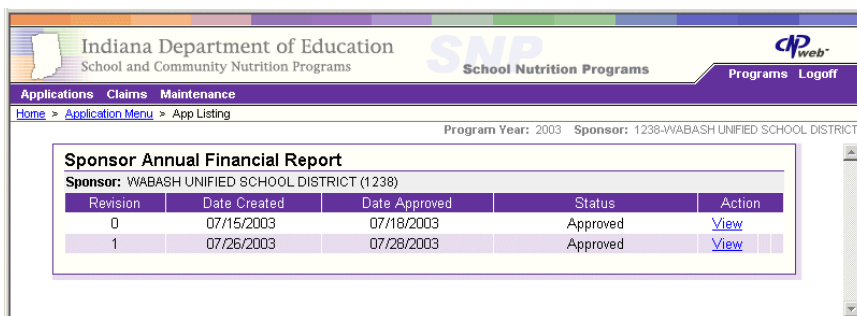
Screen 154: An example of the Sponsor Annual Financial Report – Application Listing showing two report versions in the selected program year.

Step 5: Locate the report version you want to view.

Step 6: Click VIEW.

The *CNPweb* displays the ANNUAL FINANCIAL REPORT page for the selected version in the selected program year.

Step 7:   View the report details.

> *If you view a report revision, the CNPweb uses yellow highlighting to mark changed fields.*

Step 8:   Click CANCEL.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.

Step 9:   Repeat **Step 5** through **Step 8** for any additional report versions you want to review in the selected program year.

> *While you are looking at the information for this program year, you can also review the following:*
> - *Claims – see "View a Sponsor Claim" on page 75.*
> - *Sponsor & Site Information Sheets – see the School Nutrition Program Enrollment & Renewal Packets Training Manual*

Step 10:   Click PROGRAM YEAR.

The *CNPweb* displays the PROGRAM YEAR SELECTION page.

Step 11:   Select the current program year.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page for the selected year.

Delete an Annual Financial Report

Occasionally, you may need to delete a School Nutrition Program annual financial report. You can delete an original or revised report version before you submit it to the IDE for review and approval (ERRORS or PENDING SUBMISSION statuses).

To delete an annual financial report:

Step 1:   Click APPLICATIONS.

> *This is the Applications menu option that appears on every page. For more information, see "Page Content Overview" on page 5.*

The *CNPweb* displays the APPLICATION MENU.

Screen 155:   The Application Menu.

Step 2:   Click ANNUAL FINANCIAL RPT.

The *CNPweb* displays the SPONSOR ANNUAL FINANCIAL REPORT – APPLICATION LISTING page.
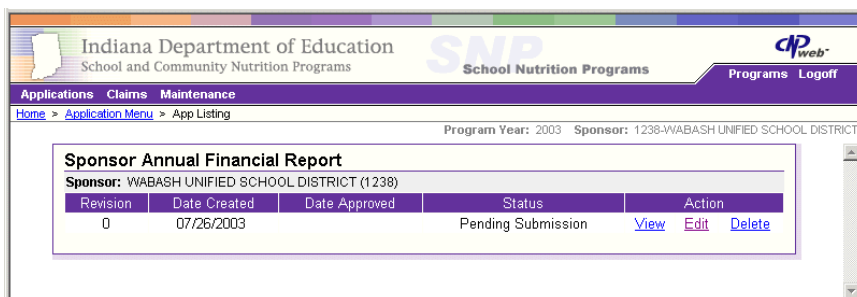
Screen 156:   An example of the Sponsor Annual Financial Report – Application Listing showing an original report before certification.

Step 3:   Locate the report version you want to delete.

Step 4:   Click DELETE.

If the Delete option isn't available, you cannot delete the report version. For more information, see "Annual Financial Report Statuses" on page 101.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Screen 157: *The Annual Financial Report page showing an unapproved original report.*

Step 5: Scroll to the bottom of the page.

Step 6: Click DELETE.

The *CNPweb* deletes this report version and displays the ANNUAL FINANCIAL REPORT POST CONFIRMATION page.

Screen 158: *An example of the Annual Financial Report Post Confirmation page after deleting a report version.*

Appendix: Site Claim File Layout

This document describes the file layout for uploading NSLP Provider and Center claim records into the *CNPweb* Child Nutrition Management System. Each file will consist of a header to identify the claiming sponsor and a detail record for each provider and center reporting meals.

If you have technical questions regarding the file upload process, please contact the following:

> **Dynamic Internet Solutions**
> 7030 W. Morning Dove Drive
> Glendale, AZ 85308
> Office - (623) 825-0795
> Fax - (623) 825-0901
> Joe Mays – jmays@dynamicinet.com
> Steve Brooks – sbrooks@dynamicinet.com
> www.Dynamicinet.com

Rules

The rules governing the file layout are listed below:

1. File name format will be the program name followed by your sponsor number followed with a CSV extension. For example, if you are uploading data for the National School lunch Program, and your sponsor number is K096, the file name would be: "NSLPK096.CSV"

2. The file type is ASCII text file.

3. Only original claims will be processed through the file upload system.

4. Any error that occurs during the file upload will abort the entire process.

5. All fields will be variable length comma delimited.

6. A terminator character will be included at the end of each record - the terminator character chosen will be a Pipe Character |

7. Each record should be on a separate text line.

Batch Header Record

(1 per file for identifying the sponsor)

Batch Header Record Layout

Field	Description	Max Len	Data Type	Format	Default
1	Record ID	1	Character	Uppercase	H
2	Program ID	5	Character	Uppercase	NSLP
3	Sponsor Number	15	Character	N/A	N/A
4	Claim Period	6	Character	YYYYMM	N/A
5	Weighted Average Cost Per Half Pint	6,4	Decimal	99.9999	0
6	Terminator	1	Character	N/A		

Batch Detail Site Record

(1 per site)

Batch Detail Site Record Layout

Field	Description	Max Len	Data Type	Format	Default
1	Record ID	1	Character	Uppercase	S
2	Program ID	4	Character	Uppercase	NSLP
3	Site Number	15	Character	N/A	N/A
4	Paid Lunch	6	Numeric	999999	0
5	Paid Breakfast	6	Numeric	999999	0
6	Paid Snack	6	Numeric	999999	0
7	Paid Special Milk	6	Numeric	999999	0
8	Free Lunch	6	Numeric	999999	0
9	Free Breakfast	6	Numeric	999999	0
10	Free Snack	6	Numeric	999999	0
11	Free Special Milk	6	Numeric	999999	0
12	Reduced Lunch	6	Numeric	999999	0
13	Reduced Breakfast	6	Numeric	999999	0
14	Reduced Snack	6	Numeric	999999	0
15	Seamless Waiver Suppers	6	Numeric	999999	0
16	Seamless Waiver Lunch	6	Numeric	999999	0

Batch Detail Site Record Layout

Field	Description	Max Len	Data Type	Format	Default
17	Seamless Waiver Breakfast	6	Numeric	999999	0
18	Seamless Waiver Snack	6	Numeric	999999	0
19	Total Suppers	8	Numeric	99999999	0
20	Total Lunches	8	Numeric	99999999	0
21	Total Breakfast	8	Numeric	99999999	0
22	Total Snack	8	Numeric	99999999	0
23	Total Special Milk	8	Numeric	99999999	0
24	Adult Meals Supper	6	Numeric	999999	0
25	Adult Meals Lunch	6	Numeric	999999	0
26	Adult Meals Breakfast	6	Numeric	999999	0
27	Adult Meals Snack	6	Numeric	999999	0
28	Days of Operation Supper	2	Numeric	99	0
29	Days of Operation Lunch	2	Numeric	99	0
30	Days of Operation Breakfast	2	Numeric	99	0
31	Days of Operation Snack	2	Numeric	99	0
32	Days of Operation Special Milk	2	Numeric	99	0
33	ADA Supper	6	Numeric	999999	0
34	ADA Lunch	6	Numeric	999999	0
35	ADA Breakfast	6	Numeric	999999	0
36	ADA Snack	6	Numeric	999999	0
37	ADA Special Milk	6	Numeric	999999	0
38	Paid Eligible Children Meals	6	Numeric	999999	0
39	Free Eligible Children Meals	6	Numeric	999999	0
40	Reduced Eligible Children Meals	6	Numeric	999999	0
41	Total Eligible Children Meals	8	Numeric	99999999	0

Batch Detail Site Record Layout

Field	Description	Max Len	Data Type	Format	Default
42	Paid Eligible Children Special Milk	6	Numeric	999999	0
43	Free Eligible Children Special Milk	6	Numeric	999999	0
44	Total Eligible Children Special Milk	8	Numeric	99999999	0
45	Terminator	1	Character	N/A	|

Indiana Department of Education

School Nutrition Program
Sponsor & Site Claims Training Manual v1.0
Feedback Form

Please help us to continually improve our service to you by letting us know how well this training manual met your needs.

1. It was easy to download and print this training manual.   Yes   No

   If NO, please explain your difficulties.

2. This training manual contains accurate information.   Yes   No

   If NO, please provide detailed feedback about what was incorrect, including the page number where the information was found

3. This training manual was easy to use.   Yes   No

   If NO, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

4. Please provide us with any other feedback about this training manual.

Thank you for taking the time to answer these questions.

Please fax your completed form to Indiana IDE at (317) 232-0855.